



# ASI Senate Meeting

## Minutes

2014- 2015:25 Thursday, May 28, 2015, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Louis Harfouche called Senate 2014-2015:25 to order at 3:02pm

#### 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, Senator Pro Tempore  
Katarina Kushin, ENV Senator  
Colin Danahy, Engineering Senator  
Chonlawan Khaothiemsang, Science Senator  
Deena Wahba, Senator-At-Large (MCC) – **Excused Tardy**  
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: Jami Grosser**  
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. Louis added Executive Session Discussion Item 2. Revised Sick Leave Policy and 3. Temporary HR Staffing Structure, a. Job Description – Employment Training and Development Assistant and b. Job Description – HRIS Project Manager
2. He approved the agenda as amended

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E. Financial Status – Given by Fayz Ashker

1. ASI Total Revenue	\$11,236,262.00
2. ASI Total Expenses	\$ 7,190,899.00
3. Total Investments	\$ 7,696,564.00
ASI-Local Agency Investment Fund	\$ 2,175,670.00
BSC-Local Agency Investment Fund	\$ 5,520,894.00
4. ASI – NP & A Account Balance	\$ 54,960.00
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. Krista Smith | 4. Sarah Bauer       |
| 2. Barny Peake  | 5. Jonathan Fitzhugh |
| 3. Cathy Neale  | 6. Julian Herrera    |

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

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. Campus Recreation – Aquatics Coordinator
  - b. Hibachi San
  - c. BSC Projects
  - d. Midnight Madness
  - e. Facilities Department – Ongoing Searches
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. Transitional Materials for Next Senator Pro Tempore
  - CCHM Senator Updates:
    - a. Hospitality Management Council General Meeting
    - b. 1:1 with Next Year's CCHM Senator
    - c. Richard Frank Lectureship, Wing Lam
    - d. Summer Student Assistant Wanted
    - e. Collins College Commencement
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:
      - i. Next General Meeting of Spring Quarter

ii. Science Council End of the Year

Position Updates:

- i. Semester Conversion Steering Committee
- b. Colin Danahy, Engineering Senator \*(attachment)
  - i. New Officers
  - ii. Inter-council Banquet
- c. Jake Ly, Senator-at-Large, IHC \*(attachment)
  - i. New E-board Taking Office
  - ii. IHC Banquet
- d. Jared Tolbert, Senator-at-Large, Greek \*(attachment)
  - i. Elections
  - ii. Greek Ambassador Program

H. Open Forum

- 1. Louis Harfouche – stated that all the council budgets were due tomorrow and if they weren't turned into Fayz by 5:00pm they would lose their carryover, so please make sure that they were completed.
- 2. Taylor Young – reminded everyone that the InterCouncil banquet was tomorrow at 5:00pm and the presentations were due today by 5:00pm.

**II. ACTION ITEMS**

A. Recommendation from the Finance Committee (attachment)

- 1. Project Rishi \$5,500 NP & A
  - a. Jai Oni made a motion to approve the funding request of \$5,500 from the NP & A account to Project Rishi, seconded by Ben
  - b. Chonlawan asked which ASI Financial Guidelines applied to the club's request - the current ones for 2014-15 or those that were approved for 2015-16
  - c. Louis replied that technically the club was leaving after June 30<sup>th</sup> so it was the official guidelines for next year that would apply, even though the club was applying for the money this year, they would be using it next year
  - d. Louis called the vote: 12/0/0, motion passed

B. Recommendation from the Facilities & Operations Committee

- 1. BSC Facility Use Manual (attachment)
  - a. Ben made a motion to approve the BSC Facility Use Manual, seconded by Katarina
  - b. Barny passed out an attachment with the revisions since the last meeting, highlighted in yellow, and reviewed the updates
    - i. Section 4.3 – Scheduling Priorities: the first and second paragraph were cleaned up and combined
    - ii. Section 5.2 – Room Rental: the three tiered system outlined in the BRIC manual was now the same in this document for consistency
    - iii. Section 9.1 – University Policies: was actually stated twice, so it was cleaned up to state the point one time
    - iv. Section 10.2 – was cleaned up and headings were added if they were missing
  - c. There was no discussion, Louis called the vote: 12/0/0, motion passed

2. BRIC Facility Rental and Reservation Structure (attachment)
  - a. Taylor made a motion to approve the BRIC Facility Rental and Reservation Structure, seconded by Colin
  - b. Louis pointed out that the revisions were in red in the new attachment
  - c. A brief question and answer session took place that included activities that had a noise factor
  - d. For the record, Krista clarified that the name of the document was no longer as featured on the agenda, which was the BRIC Facility Rental and Reservation Structure, as the revised attachment was now titled the *Facility Scheduling section of the BRIC Facility Use Manual*
  - e. Louis called the vote of the revisions to the BRIC Facility Use Manual: 12/0/0, motion passed
  
3. BSC Master Plan (attachment)
  - a. Louis reviewed that a memo from Barny Peake was placed in their mailboxes last Friday regarding Bronco Student Center Master Planning and he read aloud the section regarding the action being requested today:

“The two studies conducted provide ASI with information on the state of the building, but not a solid plan to start moving ahead to address the plumbing problems and several other mechanical systems that need attention. The staff therefore recommend that a consultant be contracted to conduct an in-depth analysis of the BSC that builds upon the Parsons report and provides solutions that will align with the future vision for the Bronco Student Center. With the approval of the Senate, the staff will develop a request for proposal (RFP) for a consultant and work with the Facilities Planning and Management Department to outline the scope of work needed. This work will occur over the summer of 2015. Following the RFP, a funding request will be submitted to the ASI Senate in Fall 2015 to hire the consultant and complete the work.”
  - b. Louis recapped the wording of the memo and noted that the next year’s administration will want to hear the past four or more years of background on the BSC going back to 2010 or 2011 and up until the present
  - c. Colin made a motion to approve the request to develop a RFP for a consultant to proceed on the BSC Master Plan, seconded by Taylor
  - d. Discussion ensued regarding this approval was an authorization to proceed in the direction of the proposal submitted by Barny, confirmation that no money was being used at this time, the staff would come back to the next year’s administration to present a proposal for a funding allocation when they have more information, the distinction today was that they were requesting authorization to proceed, this represented asking for approval for quotes, this request was premised on a pro-active approach because the original part of the building was opened in 1974 and was now at the point where many of the building systems have either reached or exceeded their life expectancy and we were beginning to have system issues with the elevator, the restroom facilities, plumbing and so this was the step they were taking to formulate a master plan vision of what the future will be for this facility
  - e. Louis called the vote: 12/0/0, motion passed

C. Facility Posting and Advertising Policies (attachment)

1. Louis pointed out that this was not a recommendation from Rules and Policies as they did not have quorum at the last meeting
2. Ben made a motion to approve the Facility Posting and Advertising Policies, seconded by Colin
3. Barny passed out a clean handout that had been reviewed by Cathy, Krista and Shelbi with a few changes which he explained
  - a. Introductory paragraph - had more details regarding the buildings, acronyms
  - b. General Policies – #1 was added regarding posting review practices, #14 and #15 were added regarding the duration of posting and the authority for exceptions to the policy
4. Discussion took place regarding clarification of commercial advertising and grammatical corrections
5. Barny explained additional changes
  - a. Digital Signage Advertising – cleaned up and clarified the purpose of the landscape style, which is building signage, versus the portrait style screens, which are the digital bulletin boards
6. A brief question and answer session took place
7. Louis called the vote: 13/0/0, motion passed

D. Social Media Policy

1. Colin made a motion to approve the Social Media Policy, seconded by Katarina
2. Louis recapped the purpose of the policy
3. Cathy Neale explained that as it had been two weeks since this had been discussed, she and Cora had incorporated the feedback from that meeting into the policy so that it had a more collaborative perspective between departments
4. Cora reviewed the comments that were posted in the margin as guidelines
5. Additional comments were made that expressed approval for the policy
6. Louis called the vote: 12/0/0, motion passed

E. Corporate Brand Identity Policy

1. Katarina made a motion to approve the Corporate Brand Identity Policy, seconded by Taylor
2. Cathy explained that the only change to the policy that was discussed was to add the word “group” to departments or organizations
3. There was no discussion, Louis called the vote: 12/0/0, motion passed

**III. DISCUSSION ITEMS**

A. 2015-16 ASI Reserves Allocation (attachments)

1. Louis explained that the *SB 2014-15:01 ASI Reserves Policy* was included in their packet for reference on the purpose of each reserve account and he briefly reviewed all five accounts
2. He explained that there was a mandated amount of funding that was to be allocated to the reserve accounts and Fayz handed out his recommendation on the amounts to be allocated to each reserve which totaled \$211,941

3. Louis read aloud the following recommended allocations to each reserve account:
  - a. Prior Years Reserve I (PY I) 10% \$ 21,194
  - b. Prior Years Reserve II (PY II) 10% \$ 21,194
  - c. Prior Years Reserve III (PY III) 10% \$ 21,194
  - d. Reserve IV-New Programs & Augmentations (NP & A) 50% \$105,971
  - e. Reserve V - The Green Initiative Fund (TGIF) 20% \$ 42,388
4. He also reviewed the percentages, listed above, that were the basis for each dollar amount and gave his opinion of the individual amounts being allocated
5. Discussion took place which included Fayz giving his rationale behind giving 50% of the reserve allocation to NP & A so that additional clubs would be able to access the funds next year, Fayz added that the NP & A account would also be receiving the \$29,037 from the annual budgeting process for a total allocation of \$135,008, Fayz added that due to the process for access to TGIF still being hashed out this year he felt that groups would be utilizing those funds next year, the percentages last year were almost divided equally as roughly 25 – 32% each, was there a plan for the next administration to better advertise the availability of the NP & A account so it could be better utilized next year since more funding was going there, if clubs were coming to the Finance Committee in Fall Quarter the funds would be utilized more, should this be an annual process or be spelled out in the Financial Guidelines, the process was already reflected in the introduction of the Reserve Policy and once this was approved as an action item it would need a cover memo with signatures and be sent to the university for approval

**B. Policy for Programs Involving Minors (attachment)**

1. Krista Smith stated that they had a copy of this policy in their senate packets and explained that it was inspired by Campus Recreation's desire to begin creating programs that involve participants that are minors, specifically this summer they were partnering with the Children's Center to offer swim lessons as part of their kid's youth program and they were also looking to offer some programs for older minors such as life guard courses
2. She reviewed the opening language that stated:
  - a. "The purpose was to protect the safety and welfare of minors who participate in activities and programs under the supervision of ASI..."
  - b. "...protect the overall financial and legal interests of ASI..."
3. She stated that this draft reflected all of the input of the university, legal counsel and the Rules and Policies Committee
4. She reviewed the balance of the policy which included the Scope, Background Checks, Conduct of Participants, Investigations, Communication with Minors, Photography and Supervision Ratios
5. A brief question and answer session took place regarding the ASI anti-harassment and sexual harassment policies and adding ASI before programs in the purpose

**IV. INFORMATION ITEM**

**A. Update on the Residential Suites – by Dr. Rebecca Gutierrez-Keeton**

Acting Vice President for Student Affairs

1. This topic was now being addressed in an open forum from 4:30- 5:15pm in Orion

Louis adjourned the regular session at 3:54pm to move to Executive Session

**V. EXECUTIVE SESSION**

A. Action Items

1. The BRIC benefits for full-time employees were approved
2. The reconsideration of the vote on the following job descriptions on 5/14/15 was annulled and then a new vote taken and approved on the following:
  - a. Director for Financial Services
  - b. Associate Director for Financial Services
  - c. Action on PRC Recommendation on 5/27/15 – Job Descriptions for Financial Services

B. Discussion Items

1. The job description for the Lead Coordinator and recommended reassignment was discussed
2. The revised Sick Leave Policy was discussed
3. The temporary HR staffing structure was discussed for the following
  - a. Job Description – Employment Training and Development Assistant
  - b. Job Description – HRIS Project Manager

**VI. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, June 4, 2015, 3:00 – 5:00pm, in the England Evans room
- B. Louis stated that senate meeting 2014-15:25 was adjourned at 4:19pm

**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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