



## Rules and Policies Committee Minutes

2015-2016:1 Friday, October 9, 2015, 3:00 – 5:00PM, BSC, 2<sup>nd</sup> Floor, Perseus

### I. Preliminaries

- A) Call to Order at 3:01
- B) Quorum Check
- David Lee, Attorney General, Chair

#### *Voting Members:*

- Joshua Ebiner, Senate President Pro-Tempore, Vice Chair - **Excused Absence**
- Julian Herrera, President
- Diana Ascencio, Vice President
- Brandon Whalen, ENV Senator
- Greg Kommel, Science Senator **Excused Tardy**
- Reeza Demonteverde, Engineering Senator

#### *Advisors:*

- Cora Culla, ASI Executive Director
- Dr. Susan Ashe, Director of Student Conduct & Integrity

#### *Liaison:*

- Chonlawan Khaothiemsang, Treasurer

- C) Approval of Minutes
  - 1) Minutes from May 29, 2015 were approved as written by David, as chair
- D) Agenda Changes
  - 1) There were no Agenda changes
- E) Introduction of Guests
  - 1) May Klint Thu, Graduate Student, MPA Program
- F) Open Forum
  - 1) Julian, ASI President, wanted to inform everybody that the University is looking for students to serve on communication forums. He encouraged senators and student leaders present to submit this information to their council and constituents as they are still looking for students to attend the session on Monday October 12, 2015 1:00-2:00pm and 4-5:00 Tuesday 12:15-1:15. He advised if anybody knew of anybody to send them to his or Cora's way so that Susan could provide them with more information
  - 2) Short question and answer session took place:
    - (a) Brandon Whalen asked if they could direct information to Susan via e-mail--- They advised everybody that they could e-mail Susan directly or send it to Cora or Julian. As an incentive they are also serving lunch during the noon hours

### II. Orientation

- A) Overview
  - 1) David welcomed everybody to their first Rules and Policies Committee Meeting.
  - 2) He read and reviewed the ASI Rules and Policies Committee Code numbers I & II
  - 3) David then discussed the three main goals for the committee:
    - (a) To ensure that all documents are complying with ASI By-Laws
    - (b) To revise ASI governing documents for the upcoming semester conversion
    - (c) To revise council By-Laws to ensure effectiveness and clarity
  - 4) He also mentioned additional goals for the committee:
    - (a) Expedite funding for clubs
    - (b) Create new council for sports clubs following the opening of the BRIC
    - (c) Any other goals we develop as a committee

- 5) David then gave a brief on who they can direct questions to, and where they can find Rules and Polices Committee documents.
- 6) He then gave an overview of the committee norms:
  - (a) He advised everybody on the committee to please inform him 48 hours advance if they will not be able to attend the next meeting or if they will have to leave during the meeting
  - (b) If an unforeseeable event occurs the day of the meeting he provided his cell phone number for them to contact him
  - (c) For general proposals, he would like them e-mailed to him 96 hours before the schedule to have them included on the Agenda accordingly and on time
  - (d) Attachments to the packets can be emailed to him 48 hours before the meeting
  - (e) Dress code is business casual or ASI uniform he would like apparel to reflect the committee they are representing
- 7) Question and answer session took place:
  - (a) Greg asked if the chair is a voting member of the committee – David said he is not a voting member
  - (b) Cora wanted to include additional goals for the committee:
    - i. Review the By-Laws for IHC and ASI
    - ii. Resolve a possible inconsistency where IHC requires that there senator-at-large be a resident student and our by-laws are silent of that we almost had a problem this year in the process of turn over it was diffused and resolved
    - iii. We are still waiting from the University and Chancellors office with respect to the CSU background check policy that took place we need confirmation on how student leaders will have access to sensitive information who sit on executive session
  - (c) Susan asked if David could share how he came up with the committee goals— to fulfill purpose as a committee, be prepared for semester conversion, council by-laws need to be reviewed to make sure there are no conflicts, and additional goals were brought by members of the committee and others.
  - (d) Cora wanted to review an additional goal that David and she discussed on ASI being silent on the subject of council logos. Councils are developing their own logos and there are no standards or requirements as of now. Therefore, as a committee they can start discussion, and see if this should be addressed.
  - (e) Diana had a comment in regards to creating new councils and how religion based clubs receive money differently than other clubs and potentially they can discuss this topic
  - (f) Chonlwan added to what Cora mentioned about the Chancellors office policy and they should consider reviewing:
    - i. Elections Code
    - ii. ASI logo
    - iii. Greek council by-laws
  - (g) Reeza asked Cora if she could repeat what she mentioned about the CSU background check policy
  - (h) Cora added onto semester conversion that if they come to the conclusion that there need to be substantive changes made to the by-laws that will require a referendum in the spring. We should start planning for this now.
  - (i) Brandon asked Cora if a referendum can only be made in the spring or made at any time – Cora said they can be done anytime but should consider the timeline involved.
  - (j) Julian wanted to clarify for everybody that a referendum and a resolution are two different things
  - (k) Greg asked if there are changes to the by-laws that affect the elections code. Would it take affect after people are elected or before in regards to them being affect by the background check – Cora responded that the elections code is a separate governing document the CSU background check will only affect the elections code and not the by-laws and if the by-laws do change they usually take effect the next fiscal year

- (l) Susan asked how David would like to prioritize the goals he has set in terms of short-term and long-term – David responded that he would like to include deadlines to the goals and prioritize them based on time sensitivity
    - i. Cora suggested that in addition to prioritizing as Susan suggested they should also break up the projects. This way they can involve others outside of the committee that can provide additional information. If the committee as a whole focuses on all the goals Cora believes they will not be achieved within the year.
  - (m) Reeza had a question in regards to the council by-laws and their revision – after revisions are made, the Senate will vote on them and they are not passed until they take their appropriate process and discussion took place in regards to those steps
  - (n) Greg asked if there could be clarification on what substantive changes are – Cora gave a brief explanation on what substantive and non-substantive changes mean. Chonlawan added input and Greg added to his question in regards to substantive changes. Cora then continued to explain substantive changes as changing the meaning on substance of the by-laws.
- B) ASI Rules and Policies Committee Code
- 1) David continued to read and review the ASI Rules and Policies Committee Code numbers III thru VII.

### III. Action Item

- A) There were no action items

### IV. Discussion Item

- A) Electronic and Information Security Policy
  - 1) David read and reviewed part of the Electronic and Information Security Policy
  - 2) The reason for discussing the Electronic and Information Security Policy is because it needs to be updated particularly page 3 number 5
    - (a) David proposed that they strike out “csupomona.edu” and replace it with BroncoName. This is what the IT division of Cal Poly Pomona officially calls the usernames that we all have and it would also provide flexibility during this transition of our infrastructure from csupomona to cpp.edu
  - 3) Questions and answer session took place:
    - (a) Julian asked what the proposed change was – David repeated his proposed change
    - (b) Reeza proposed if it would be better to strike out “csupomona.edu” user name instead of just “csupomona.edu” and then insert BroncoName– David agreed that could work
    - (c) Greg pointed out an additional problem on page 3 number 9 third bullet down California Student Senate Association should read California State Student Association
    - (d) Susan pointed out that an issue like this would be a non-substantive change, and that if you are proposing this type of change that sometimes it is better to review the whole document in its entirety and make sure that the purpose of the document still holds its truth and make sure that there is nothing else in the document that needs to be changed
    - (e) Greg asked if all guidelines and standards were all separate documents on the Cal Poly website as he could not find them – Cora responded that we need to do our research because with all the changes on the campus it could be true that there are many changes
    - (f) Susan goes on to explain more changes that need to be made to the document for example the ongoing partnership with Student Affairs Information Technology Services which no longer exists this will also need to be a change
    - (g) Julian asked is there a different organization now – Student Affairs used to have their own IT and now Student Affairs just works with IT
    - (h) Cora made a suggestion that when this is brought as an Action Item that the changes are made in a way where you can tell what they change that needs to be made using italicized.

Susan also recommended using track changes and even having it up on the computer screen to make changes in real time.

- (i) Discussion went on what track changes are and the dos and don'ts
- 4) David suggested that everything included in page 2 of the Electronic and Information Security Policy be researched to make the appropriate changes
  - (a) Cora added that Tim Do or Eric Emerson are part of the ASI IT team and they would be able to assist and guide us as to where to find these changes and we can just capture the essence of the document and not have to change it every year
- 5) Susan added language that could be included into the document "Comply and follow the standards for the applicable Cal Poly Pomona documents" she also suggested they could say "Examples may include xyz" and other members of the committee should also work on these revisions outside and finally suggested the word PC should be removed
- 6) David asked Cora if it was pertinent that he review this document with other members of the committee before making this an action item
  - (a) Cora reiterated what Susan suggested that this document should be reviewed outside of this meeting before making it an action item because it will be helpful for the time this becomes an action item we can have all the edits ready and Cora added that usually this is how it always works a draft will be made that suitable for the committee
- 7) Cora added that a plan be developed on who will take the lead on certain aspects of the committee goals identified.
- 8) Short question and answer session took place in regards to the compliance audit that usually happens every three years the last time this audit took place was three years ago so it is likely that it could happen again this year
- 9) Cora added that usually the auditors come in and will be looking for certain things such as:
  - (a) CSU Background Check Policy Compliance
  - (b) Meeting Agenda and Minutes to be in order
  - (c) Auditors have the leeway to decide what they want to focus on
  - (d) Auditors focus on ASI departments such as the ASI Student Government office
  - (e) Auditors usually only give a 4 week notice before they come
- 10) Questions and answer session took place:
  - (a) IHC By-Laws are changed how – you make the IHC council aware but they have brought it to our attention
  - (b) Be collaborative with IHC going to either their meeting or they come to our meetings to work this out with them at their convenience
  - (c) Brandon asked if he should be looking at policies and looking for errors – Goals should be assessed to what we need to be looking at and assigns tasks to the committee and what you are assigned then you can be looking at that policy and you will know what you need to do
  - (d) Finally, it was reiterated again that prioritizing all the goals mentioned is important and looking at time sensitive issues over issues such as semester conversion which will not take effect until 2018

#### **IV. Information Item**

- A) There were no information items

#### **V. Adjournment**

- A) Meeting was adjourned at 4:07pm
- B) Next Rules and Policies Committee Meeting: Friday, October 23, 2015 at 3:00-5:00pm, BSC, 2<sup>nd</sup> Floor, Perseus