



# ASI Senate Meeting

## Minutes

2015- 2016:11 Thursday, January 14, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:11 to order at 3:00pm

#### B. Quorum Check

##### 1. Voting Members:

Diana Ascencio, Vice President, Chair  
Julian Herrera, President  
Bryce von Helms, Agriculture Senator – **Unexcused Tardy**  
Tammy Fong, Business Senator  
Michael Sandoval, CEIS Senator  
Joshua Ebner, CLASS Senator  
Leslie Simoni, CCHM Senator  
Brandon Whalen, ENV Senator  
Reeza Demonteverde, Engineering  
Greg Kommel, Science Senator  
Karen Romero, Senator-At-Large (MCC)  
Bianca Pescina, Senator-At-Large (SIC)  
Aden Tessman, Senator-At-Large (Greek)  
Kaitlyn Armbruster, Senator-At-Large (IHC)

##### 2. Advisors:

Dr. Byron Howlett Jr., Advisor  
Cora M. Culla, Executive Director

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

David Lee, Attorney General – **Unexcused Tardy**  
Chonlawan Khaothiemsang, Treasurer  
Dr. James Swartz, Academic Senate Rep. – **Excused Absent**  
Staff Council Rep. – **Excused Absent**  
Andrea DeCoudres, Alumni Association Rep.  
Pandora Mondragon, Bronco Athletics Association Rep. – **Excused Absent**

#### C. Approval of Minutes

1. The chair approved the minutes from the Dec. 3, 2015 senate meeting as written

#### D. Agenda Changes

1. Cora requested that they move Executive Session Discussion Item 3, Revision of Sick Leave Policy to Action Item 2 because it was a discussion item at a previous meeting
2. Julian made a motion to move Executive Session Discussion Item 3, Revision of Sick Leave Policy to Action Item 2, seconded by Joshua
3. Diana called the vote: 14/0/0, motion passed

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4. The agenda was approved as amended

E. Financial Status – Given by Chonlawan Khaothiemsang (attachments)

1. ASI Total Revenue	\$ 10,514,060.00
2. ASI Total Expenses	\$ 1,456,030.00
3. Total Investments	\$ 15,128,488.00
ASI-Local Agency Investment Fund	\$ 3,978,823.00
BSC-Local Agency Investment Fund	\$ 11,149,665.00
4. ASI – NP & A Account Balance	\$ 179,138.00
5. The Green Initiative Fund (TGIF)	\$ 97,500.00
6. ASI Prior Year's I Reserves	\$ 226,758.00
7. ASI Prior Year's II Reserves	\$ 196,395.00
8. ASI Prior Year's III Reserves	\$ 381,402.00
9. BSC On-Campus Reserves	\$ 2,107,655.00

F. Introduction of Guests

1. Kimberly Rotunno	7. Taylor Story
2. Ginny Templeton	8. Krista Smith
3. Kelsey Swayze	9. Powell Velasco
4. Nicole Paulden	10. Danielle Sanders
5. Sarah Bauer	11. La 'Keisha Beard
6. Andres Torres	12. Sharon Rocacorba

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

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. Policy Compliance Audit
  - b. Personnel Updates
  - c. Student Activities and Programs
  - d. Campus Recreation Program Update
2. ASI Advisor – Dr. Byron Howlett Jr. – no report
3. Academic Senate Rep. – Dr. James Swartz – no report
4. Staff Council Rep. – no report
5. Alumni Rep. – Andrea DeCoudres \*(attachment)
  - a. Alumni Outstanding Teaching Award
  - b. Alumni Association Student Scholarships
  - c. Student Alumni Association
6. Athletics Rep. - Pandora Mondragon – no report
7. Senator Pro Tempore – Joshua Ebner \*(attachment)
  - a. Recap: 01.08.16 Facilities and Operations Committee Meeting
  - b. Facilities and Operations Committee
  - c. Search Committee for Associate Director for Facilities Management
  - d. Semester Conversion Student Administration Services Sub-committee
8. Attorney General – David Lee \*(attachment)
  - a. Rules and Policies
  - b. New Club By-Laws
  - c. Councils

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9. Treasurer – Chonlawan Khaothiemsang \*(attachment)
  - a. Finance Committee
  - b. Student Opportunity Initiative
  - c. Search for the Associate Directors of ASI Financial Services
10. President – Julian Herrera – no report
11. Vice President – Diana Ascencio \*(attachment)
  - a. CSSA-SJEC
  - b. Undocumented Students Work
  - c. Committee Meetings
  - d. Financial Services
  - e. Senate Meetings
  - f. Council Outreaching
  - g. Club/Organization Outreaching
  - h. Winter Quarter Retreat
12. Senate Reports
  - a. Aden Tessman, Senator-at-Large, Greek \*(attachment)
    - i. St. Jude's Up 'til Dawn
    - ii. Greek Spirit Wars
  - b. Bianca Pescina, Senator-at-Large, SIC \*(attachment)
    - i. Report
  - c. Brandon Whalen, ENV Senator \*(attachment)
    - i. Distribution of ASI Resolution SR 2015-16:01
    - ii. Enhanced Mobility Team and Meeting with Michael Biagi
    - iii. ENV Council By-Law Revisions and Changes
    - iv. ENV Winter Mixer
  - d. Bryce von Helms, Agriculture Senator \*(attachment)
    - i. Announcement to AG Council
  - e. Joshua Ebner, CLASS Senator \*(attachment)
    - i. Council Meeting
    - ii. Pizza with the Dean
    - iii. Upcoming Events
  - f. Kaitlyn Armbruster, Senator-at-Large, Inter-Hall Council \*(attachment)
    - i. Inter-College Residents' Association (ICRA) Conference
  - g. Karen Romero, Senator-at-Large, MCC \*(attachment)
    - i. First General Meeting of the Quarter
    - ii. MCC has Elected their New Vice President
    - iii. 30 Days of Social Justice
  - h. Leslie Simoni, CCHM Senator \*(attachment)
    - i. HMC Meeting
    - ii. Road to Success
    - iii. BEAT Homecoming
    - iv. Collins Magazine: Hot off the Press
    - v. Hospitality Uncorked Honoree
  - i. Michael Sandoval, CEIS Senator \*(attachment)
    - i. Guest Speaker Dr. Love, Career Counselor
    - ii. Career Center

- iii. Gender, Ethnic and Multicultural Studies Club (GEMS)
- iv. CEIS Council
- j. Reeza Demonteverde, Engineering Senator \*(attachment)
  - i. E-council Meeting
- k. Tammy Fong, Business Senator \*(attachment)
  - i. CBARN
  - ii. Printers for the CBA
  - iii. Speaker for CBA
  - iv. Council Retreat

H. Open Forum

1. There were no speakers

**II. ACTION ITEMS**

A. Draft Senate Resolution in Support of Maintaining Appropriate Unit Limits for the College of Engineering (attachment)

1. Reeza stated that, based on the discussion at the last senate meeting, she did verify that the Title V website that Greg had referenced was the correct one and the only actual change she made was to clarify the reason in the third Whereas on page two
2. She also restated that the reason for drafting this resolution was to bring this issue to the attention of ASI in relation to their motto of fostering student success for students and promoting education for everyone
3. Brandon stated that he was in favor of this resolution
4. Cora noted that the second to last Resolved could clarify the intent by adding language such as “...for all of the majors in the College of Engineering...”
5. Brief discussion took place that included the number of units in Engineering majors, that Reeza had mimicked an Academic Senate resolution that had been done several years ago and that she had spoken with their interim dean as research and that those parties were all in support of this resolution
6. Greg made a motion to approve the resolution as amended, seconded by Reeza
7. There was no further discussion, Diana called the vote: 14/0/0, motion passed

B. Draft Senate Resolution in Opposition against Development on Agricultural Land (attachment)

1. Bryce stated that the resolution in the packet was the same as the one that he presented at the Dec. 3<sup>rd</sup> senate meeting with the exception of a few spelling corrections
2. He outlined the recent developments and their impact on the resolution which included that President Coley had announced that 70 acres of the Spadra Farm would remain available for use by the College of Agriculture for the next five years, so along with the 17 acres being set aside for the possible use by the Air Resources Board, this indicated the direction that the university was heading with land development and the use, not just for education, but also for profit. He acknowledged that the university was a business, but stated that the College of Ag was losing a significant portion, and more than was originally stated with the 17 acres.
3. He explained that the College of Agriculture needed this land to have a quality

education and was concerned that it would no longer be available after the five year period was over. He stated that he hoped that all of the senators felt the same way about the impact to the education for the College of Ag, as they represented all of the student body at Cal Poly Pomona and not just their respective colleges.

4. Discussion took place that included that President Coley had not given a rationale for selecting a five year period, that she had referenced several third party entities that would like to develop the land and would be partnering with the university, that a specific reason for that amount of acreage had not been discussed, a change to the title to replace "against" with "in opposition of", in the 5<sup>th</sup> Whereas leave out the reference to "freshmen" for housing, Brandon expressed support for the resolution-particularly the 4<sup>th</sup> Resolved and the reference to communication, the possibility of an extension on the five years and that the College of Agriculture was framing a response-coming from their dean- but had not completed it yet
5. Brandon made a motion to approve the resolution as amended, seconded by Joshua
6. There was no further discussion, Diana called the vote: 14/0/0, motion passed

### III. DISCUSSION ITEMS

- A. Recommendation from the Rules and Policies Committee
  1. Electronic and Information Security Policy (attachment)
    - a. David explained that the Rules and Policies Committee had made changes to update this document, correct some errors and that there were no substantive changes made. He handed out a second attachment that showed the changes in red.
    - b. He noted that under ASI Specific Guidelines and Standards, #5, they did update the language to Cal Poly Pomona user name as the csupomona.edu identity no longer existed
    - c. Discussion took place regarding verification that the signature acknowledgement page would still be used since it was referenced in the policy and if it needed to be attached to the policy, it was determined that it was sufficient to reference it but it did not need to be attached to the policy – however it should be reviewed and updated as a separate document that would not require senate approval
- B. Recommendation from the Facilities and Operations Committee
  1. BRIC Facility Use Policy (attachment)
    - a. Ginny Templeton, BRIC Operations Manager, explained that now that the BRIC had been in operation for over a year they had wanted to review the Facility Use Manual and were providing revisions that were primarily clarifications of the policy
    - b. She gave a power point presentation that quickly highlighted the clarifications, changes and areas that were designed to now be more timeless that were reflected on pages 3 - 26
    - c. Discussion took place that included several minute grammatical corrections, the document still included reference to the quarter system and should be updated to say "terms", the page numbers needed correcting and the timeline for adjusting rates and clarification of the monopolization numbers

#### IV. INFORMATION ITEM

##### A. Administration of Student Organization Funds (attachment)

1. Dr. Byron E. Howlett Jr., Acting Associate Vice President & Dean of Students, explained that in the summer of 2015, the Chancellor's office sent out information to campuses that requested by July 6, 2016 each campus have a policy in place regarding the administration of student organization funds. The President's office requested that Cora and Byron work together, and La 'Keisha and Sharon were also included, to assist in developing the policy.
2. He stated that the policy that they have in front of them was lifted directly from San Jose State University, with their permission, and tailored to Cal Poly Pomona
3. He noted that he was not going to review the entire policy as he expected that they had had a chance to read it. Instead he stated that he wanted everyone to be aware that while they did have a variety of separate documents that were procedures, for example cash handling procedures, they had not been consolidated into one policy
4. Cora added that this interim policy reflected the work that ASI Financial Services has been doing to administer funds for registered student organizations and were called the agency funds. She also noted that the University Foundation handled all donations and trust funds, while ASI handled fundraising, any funds that constituted a donation had to be handled through the Foundation.
5. She stated, that as Byron had mentioned, they now had an updated set of procedures on cash handling and an updated agreement for the agency fund which the clubs would be hearing about as they would have to sign a new agreement that incorporated all of the sections of the 600 policy
6. Byron gave the floor to Sharon Rocacorba who stated that in order for student clubs and organizations to be compliant, they would have to complete a questionnaire that would be available on MyBar, which would be emailed to all club presidents and treasurers in February or March. She added that if the survey was not completed in a timely manner, the release of the final 30% of their budget would be held up.
7. Byron asked that senators begin to let their councils know and noted that this was an interim policy because it had not yet been approved by the Academic Senate as well as several other people on campus
8. A brief question and answer session took place regarding details of the policy

Diana adjourned regular open session at 3:57pm to move to Executive Session

Diana resumed regular open session at 4:34pm and gave a report of Executive Session

#### V. EXECUTIVE SESSION

##### A. Action Items

1. The recommendations on staffing for ASI Human Resources office were approved
  - a. Motion made by Julian, seconded by Joshua – Vote: 14/0/0
2. The revision of ASI Sick Leave Policy was approved
  - a. Motion made by Joshua, seconded by Tammy-Vote: 14/0/0

##### B. Discussion Items

1. The update on tax matters was discussed
2. The evaluation of the ASI Executive Leadership Team was discussed

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3. The compliance with minimum wage legislation was discussed

**VI. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, January 28, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:11 was adjourned at 4:35pm

**MINUTES SUBMITTED TO:**

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Diana Ascencio, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2015-2016: \_\_\_\_\_

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Vicki Jackson, Student Government Coordinator

Date