



ASI Senate Meeting

Minutes

2015- 2016:12 Thursday, January 28, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:12 to order at 3:00pm

B. Quorum Check

1. Voting Members:

Diana Ascencio, Vice President, Chair
Julian Herrera, President
Bryce von Helms, Agriculture Senator – **Excused 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
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 Jan. 14, 2016 senate meeting as written

D. Agenda Changes

1. The chair approved the agenda as written

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

1. ASI Total Revenue \$ 11,114,498.00
2. ASI Total Expenses \$ 1,521,313.00

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3. Total Investments	\$ 14,953,488.00
ASI-Local Agency Investment Fund	\$ 3,978,823.00
BSC-Local Agency Investment Fund	\$ 10,974,665.00
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. Stan Gershkovich | 9. Lorena Marquez |
| 2. Manuel Hernandez | 10. Keiry Erwing |
| 3. Powell Velasco | 11. Mecir Ureta |
| 4. Jesus Buenrostro | 12. Violeta Villagomez |
| 5. Fernando "Ferny" Michel | 13. Roberto Vera |
| 6. Sarah Bauer | 14. Jessica Wisniewski |
| 7. Barny Peake | 15. Kaleab Habtemariam |
| 8. Krista Smith | |

G. Reports – Posted on the SAN – Given verbally at the end of the meeting

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. Great News
 - b. Ongoing Audits
 - c. Ongoing Searches
 - d. Ongoing Stabilization Efforts
 - e. Mark Your Calendars!
2. ASI Advisor – Dr. Byron Howlett Jr.
 - a. He announced that the university president's Investiture would be taking place next Friday, February 5th and hopefully everyone will be able to attend
 - b. He stated that the 24th Annual Unity luncheon was scheduled on Thursday, February 11th in Ursa Major and individuals will be honored as Diversity Champions – check with him for tables with free seats
 - c. He noted that the Asian Pacific Islander Center was celebrating the Lunar New Year on Tuesday, February 16th at U-hour in University Park
 - d. He announced that on Saturday, February 27th Homecoming was scheduled and he wanted to enlist all the senators in approaching their deans to enlist greater involvement from them in the event. He gave a shout out to CLASS and ENV as their colleges had already stepped up!
 - e. He gave an update that Cora, himself and others would be meeting to make a decision on how the background check policy would impact CPP student leaders as none of the CSU campuses have received word from the Chancellor's office yet and CPP had to move forward
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

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- 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: 01.22.16 Facilities and Operations Committee Meeting
 - b. Next Facilities and Operations Committee Meeting
 - c. Search Committee for Associate Director for Facilities Management
- 8. Attorney General – David Lee *(attachment)
 - a. Rules and Policies
 - b. New Clubs
 - c. Council By-laws
- 9. Treasurer – Chonlawan Khaothiemsang *(attachment)
 - a. Finance Committee
 - b. Semester Conversion Steering Committee
 - c. Search for the Associate Directors of ASI Financial Services
 - d. Instructionally Related Activities
 - e. Admin Fund
 - f. She added that she needed all of them to please reply to the Doodle that she sent out for the Budget Retreat for the first week of Spring Quarter and she reminded everyone that they won't have school the Thursday of that week
 - g. She stated that she had spoken to a number of clubs that were not aware of how much their council was allocating to them – so please let them know so that they can plan out their year
 - h. She added that the deadline for council DRs for council allocations was January 31st
 - i. She noted that she and Diana had a Relay For Life team, so if your council did not have a team, you could join theirs
- 10. President – Julian Herrera
 - a. He stated that while attending CSSA in San Diego this last weekend, they passed a senate resolution presented by Humboldt State regarding new open meeting legislation to cover issues that other campuses were having in following the open meeting laws – Cal Poly complies with the laws properly
 - b. He announced that the CSSA Executive Director, Miles Nevin, had resigned to take an opportunity as Chief of Staff at Long Beach Community College
 - c. He stated that the CSU Academic Senate passed a resolution to suspend the background check policy-while Lori Lamb, CSU Human Resources department, responded at the meeting that they were not going to suspend the policy
 - d. He reported that he attended the first meeting of the University Strategic Planning Steering Committee which he serves on as well as Bryce as a liaison from the College of Agriculture. He added that they were going to look into adding a staff representative from ASI.
 - e. He stated that the Vice President of Student Affairs Search Committee met today and will be reaching out to students soon for their feedback
 - f. He stated that he was meeting with three candidates to fill the open position for Secretary of External Affairs
 - g. He asked everyone to be on the lookout for an email stating where to get your robes for the President's Investiture which was coming up

- h. He announced that Chancellor White would be visiting CPP on Feb. 18th and he needed to identify three student leaders to attend a breakfast that day from 7:30 – 8:30am. Please let him know if you're interested, bios would be due to him by Feb. 1st.
 - i. He stated that he would also be sending out an email to invite everyone to sign-up to attend the California Higher Education Student Summit (CHES) in Sacramento for the purpose of lobbying for higher education. He noted that the dates were March 12, 13, & 14th and that Monday, March 14th would be the Monday of finals week so that everyone was aware of moving their finals schedule around to accommodate the trip. He asked any interested student leaders to RVSP as soon as possible to him. He and Josh gave additional details about the summit.
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
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. Bronco Court Planning
 - ii. She added that she was working with SHS on a video regarding Sexual Assault and Alcohol Poisoning and they needed students to audition for various parts - which they will be paid for doing
 - c. Brandon Whalen, ENV Senator *(attachment)
 - i. Meeting with OSLCC Director
 - ii. National Campus Leadership Council (NCLC) Climate Summit
 - iii. Guest to Academic Senate
 - d. Bryce von Helms, Agriculture Senator *(attachment)
 - i. By-Law Committee
 - ii. Spadra Committee
 - iii. Senate Resolution Against the Development of Agriculture Land
 - iv. He noted that he enjoyed attending the University Strategic Planning Steering Committee meeting this morning and was looking forward to the process
 - 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. Co-Sponsorship with Relay for Life
 - ii. Random Acts of Kindness Month

- g. Karen Romero, Senator-at-Large, MCC *(attachment)
 - i. 30 Days of Social Justice
 - ii. MCC General Meetings
 - iii. Committees Attending
 - iv. Draft Resolution in Support of Undocumented Students Success
 - v. She added details about the dates and times for one of their Social Justice events, the Vagina Monologues, Feb. 11th at 7:00pm for the Spanish production and the English one on Tuesday, Feb. 16th. Let her know if you would like to volunteer or needed details about tickets.
- h. Leslie Simoni, CCHM Senator *(attachment)
 - i. HMC Meeting
 - ii. Get the Career Fair Mobile App
 - iii. BEAT Homecoming
 - iv. Jimmy Mancbach Scholarship
 - v. Hospitality Uncorked Honoree
 - vi. Road to Success
 - vii. Welcome New Faculty
- i. Michael Sandoval, CEIS Senator *(attachment)
 - i. Guest Speaker Dr. Love, Career Counselor
 - ii. Club Updates
 - iii. CEIS Council Updates
- j. Reeza Demonteverde, Engineering Senator *(attachment)
 - i. E-council Meeting (26 January 2016)
- k. Tammy Fong, Business Senator *(attachment)
 - i. CBARN
 - ii. Printers for the CBA
 - iii. Galentine's Day
 - iv. Council Retreat Review

H. Open Forum

1. **Brandon Whalen** – announced that at the Academic Senate meeting yesterday, they passed a resolution supporting the same ideas that were included in the ASI senate resolution for alternative modes of transportation. He added that discussions with Foothill Transit had begun unofficially and he would be looking for assistance from all of them regarding a good turnout for a new survey.
2. **Cora M. Culla** – announced that they received official word from the US Green Building Council that the BRIC project successfully qualified for LEED Gold certification which was considered a premier mark in green building construction. She added that Krista and the Campus Recreation team, as well as everyone in ASI, was excited to have achieved this goal and a press release would go out soon.
3. **Chonlawan Khaothiemsang** – announced that Ursa Minor would be the location of the Finance Committee meeting tomorrow. She added that the Semester Conversion Committee was launching the MyPlan program on Feb. 22nd and summer classes would be at reduced costs starting this summer with the fee structure being released in the next two weeks. She noted that the search for the Associate Directors of ASI Financial Services were holding open forums and the dates were included in her report, as well as the deadlines for IRA and the Admin Fund.

II. ACTION ITEMS

- A. Recommendation from the Rules and Policies Committee
 - 1. Electronic and Information Security Policy
 - a. David re-stated that the only changes made to the document were non-substantive and it was determined that no additional changes had been made since the last meeting
 - b. Joshua made a motion to approve the Electronic and Information Security Policy, seconded by Greg
 - c. There was no discussion, Diana called the vote: 13/0/0, motion passed

- B. Recommendation from the Facilities and Operations Committee
 - 1. BRIC Facility Use Policy (attachment)
 - a. Krista explained that she had handed out a new packet with a cover memo that covered the recommended revisions based on their feedback at the last meeting and all changes were incorporated in the attached document
 - b. Bianca made a motion to approve the BRIC Facility Use Manual, seconded by Julian
 - c. There was no discussion, Diana called the vote: 13/0/0, motion passed

III. DISCUSSION ITEMS

- A. Recommendations from the Finance Committee (attachments)
 - 1. Pre-Pharmacy Society \$3,338.00 NP & A
 - a. Chonlawan explained that the Finance Committee had actually approved this club for the amount of \$3,337.37, however the Excel formatting changed it to \$3,338.00
 - b. Jessica Wisniewski, Treasurer, introduced herself and gave a presentation on their request for funds to attend the California Pre-Pharmacy Symposium on Saturday, February 13th as a one day conference being held at Cal Poly Pomona
 - c. She stated that they expected about 320 students to attend along with 30 guest speakers and she explained the agenda of the conference
 - d. She reviewed the details of the expenses which included a buffet lunch, paper goods, printed materials, parking and transportation and gifts for the guest speakers for a total of \$9,891.00 which due to the theatre cost coming down has now reduced the request of \$3,791.00 from ASI to \$3,338.00
 - e. Jessica briefly covered the income which included membership dues, registration fees, a request of \$1,000.00 from the Administrative Fund and that they were also fundraising
 - f. A brief question and answer session took place
 - g. Joshua made a motion to suspend Robert's Rules, as the event was taking place in two weeks, and move this to an action item, seconded by Leslie
 - h. There was no discussion, Diana called the vote: 13/0/0, motion passed
 - i. A brief question and answer session took place
 - j. Julian made a motion to approve the request of \$3,338.00 to the Pre-Pharmacy Society from the NP & A, seconded by Greg
 - k. Brief discussion took place, Diana called the vote: 13/0/1, motion passed

2. Hermanos Unidos \$5,500.00 NP & A
 - a. Fernando Michel, Director of Athletics, and Jesus Buenrostro, Social Chair, introduced themselves and gave a presentation on their request for funds to attend the annual 2016 HU National Leadership Conference taking place on February 26-28th at USC
 - b. Fernando explained the background and benefits of the conference that about 100 of their members would be attending
 - c. Jesus outlined the income and also the expenses which included the conference tickets and shirts totaling \$6,500.00
 - d. Fernando and Jesus recapped additional benefits
 - e. A brief question and answer session took place

3. Club Managers Association \$5,500.00 NP & A
 - a. Stan Gershkovich and Manuel Hernandez, from the Club Managers Association of America, gave a presentation on their request for funds to attend the annual CMAA 89th World Conference 2016 taking place from February 21st – 25th in San Diego with about 4,000 attendees
 - b. Stan gave the history of the organization within the hospitality industry
 - c. Manuel explained that because the conference was closer, they had 44 students from their chapter signed up to attend
 - d. Stan added that they were subsidizing 26 members to date and he and Manuel reviewed their expenses which included lodging, food and transportation, all totaling \$12,040.00
 - e. They both outlined the benefits in having students attend this conference which included networking, full-time job opportunities and a career fair
 - f. A brief question and answer session took place

- B. Recommendation from the Rules and Policies Committee
 1. Guidelines for Submitting Agenda Items to ASI Senate/Cabinet (attachment)
 - a. Julian explained that he and Chonlawan had wanted to focus on streamlining the process for clubs to receive approval for funding requests. They were proposing that after being a discussion and then an action item on the Finance Committee agenda, if approved and moving to the senate agenda for final approval, they could be an action item without going through a second discussion period at the senate.
 - b. He reviewed that the other changes to the document included making it more timeless, substituting ASI Student Government designee for the title of the full-time staff member in the office, updating the dates and times for agenda submissions, removal of the criteria for an item going to action being tied to a prior officer's meeting report and clarifying the language of the open meeting act
 - c. Discussion took place that included the ASI Cabinet does not follow the open meeting law as it was a closed meeting, agendas would not necessarily be posted on a Monday but rather 72 hours from the date of the meeting, the approval section at the end of the document should be replaced by the approval box, in B.2. "Student" should not be crossed out, under I. Purpose

“Associated Students, Inc.” should not be crossed out, confirmation that the ability to move an item straight to senate action and bypass senate discussion also applied to the Rules and Policies and Facilities and Operations Committee recommendations, club funding requests still have to be approved by the university once approved at the senate level which creates a 1 ½ month process before the club is allocated the funds, confirmation that if an item is moved straight to senate action the senate still has a choice to vote on it at that meeting and the original authors’ names are not carried at the top of the document when it is revised

Diana asked Joshua to chair the meeting while she presented the next agenda item

C. Draft Senate Resolution in Support of Undocumented Student Success (attachment)

1. Diana stated that she and Karen had been working on this resolution with the support of the Undocumented Student Support and Advocacy Committee (USSAC)
2. Karen explained that USSAC consisted of both staff, faculty and students on campus and the reason that they had drafted this resolution was because they felt that there was a need for an undocumented center on campus to help the undocumented student population at Cal Poly Pomona
3. Diana reviewed that some of the information in the document reflected advocacy accomplished in ASI which was represented in the ASI mission statement and senate resolution 2012-13:02 *Resolution to Drop the “I” Word*. She noted that the CPP Pocket Facts listed that about 1,200 students were recognized as “Non-Resident Alien/International Students” and that alien was not an acceptable reference and being confused with international students sometimes led to higher international fees or tuition.
4. Karen stated that a center would provide the knowledge and resources to clarify issues and concerns that undocumented students need to understand, for instance, studying abroad, how to apply to the Dream Act and many staff were not able to provide the correct assistance
5. Diana stated that there was one staff member that dedicates 10% of their time to assisting AB540 students when a full-time person was needed to provide for institutional success for these students. She added that the resolution also called for additional trainings for staff, faculty and students on undocumented inclusion in education.
6. Karen added that the Department of Education suggests that higher education institutions create open and welcoming environments for undocumented students and she feels that having a center on campus will increase the graduation rate for AB 540 students
7. An extensive question and answer session took place that included suggestions and revisions to the resolution

Diana resumed her position as chair of the meeting

D. Draft Senate Resolution in Support of Initiating Open End-of-Term Evaluations (attachment)

1. Joshua explained that the spirit of the resolution was to encourage the university and the Academic Senate to look into creating an end of term evaluation, or

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basically what students take at the end of the quarter after each class to evaluate the professor, course content and to give feedback

2. He noted that the resolution was advocating that these documents be made public so that students can access it to use as a source of referral that would be made available quarterly so the information would be more up to date and reliable
3. He added that he was also asking that the information be made available online for both completion and access as it was currently requested during the last class
4. He stated that he was also suggesting that the format go from a bubble style to one with more feedback options
5. Joshua concluded that a number of universities, both state and nation-wide, had implemented course evaluations online and Cal Poly San Luis Obispo had passed a resolution similar to this last year so he had modeled this one after theirs
6. An extensive question and answer session took place that included suggestions and revisions to the resolution

Diana re-opened Preliminaries to have Reports verbally – see Preliminaries above

IV. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, February 11, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:12 was adjourned at 4:56pm

MINUTES SUBMITTED TO:

Diana Ascencio, Chair of the Senate Date

MINUTES APPROVED AT SENATE 2015-2016: _____

Vicki Jackson, Student Government Coordinator Date