



# ASI Senate Meeting

## Minutes

2015- 2016:18 Thursday, April 14, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:18 to order at 3:00pm

#### B. Quorum Check

##### 1. Voting Members:

Diana Ascencio, Vice President, Chair  
Julian Herrera, President  
Bryce von Helms, Agriculture Senator  
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) – **Excused Absent**  
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.  
Andrea DeCoudres, Alumni Association Rep. – **Excused Absent**  
Bronco Athletics Association Rep.

#### C. Approval of Minutes

1. There were no minutes for approval

#### D. Agenda Changes

1. The chair approved the agenda as written

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

1. ASI Total Revenue \$ 11,612,865.00
2. ASI Total Expenses \$ 5,169,207.00

3. Total Investments		\$ 13,003,488.00
ASI-Local Agency Investment Fund	\$ 4,428,823.00	
BSC-Local Agency Investment Fund	\$ 8,574,665.00	
4. ASI – NP & A Account Balance		\$ 113,782.00
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. Cathy Neale      | 6. Ivonne Cabezas        |
| 2. Celeste Salinas  | 7. Carol Lee             |
| 3. Cathee Hill      | 8. Maria-Lisa Flemington |
| 4. Alfredo Munoz    | 9. Marion Haberkorn      |
| 5. Danielle Sanders | 10. Krista Smith         |

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

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. BRIC Updates
  - b. Campus Recreation Updates
  - c. Children’s Center 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 – no report
6. Athletics Rep. – no report
7. Senator Pro Tempore – Joshua Ebner - no report
8. Attorney General – David Lee \*(attachment)
  - a. Rules and Policies
  - b. Council By-laws
  - c. Instructionally Related Activities (IRA) Committee
9. Treasurer – Chonlawan Khaothiemsang – no report
10. President – Julian Herrera – no report
11. Vice President – Diana Ascencio – no report
12. Senate Reports
  - a. Aden Tessman, Senator-at-Large, Greek \*(attachment)
    - i. Recruitment Week
    - ii. Greek Week 2016
  - b. Brandon Whalen, ENV Senator \*(attachment)
    - i. ENV Council
    - ii. Projects
    - iii. Committees
    - iv. Sustainability Committee
  - c. Karen Romero, Senator-at-Large, MCC \*(attachment)
    - i. MCC General Meetings
    - ii. Facilities and Operations Committee Meeting

- d. Kaitlyn Armbruster, Senator-at-Large, IHC \*(attachment)
  - i. UCR SCALE Conference
- e. Michael Sandoval, CEIS Senator \*(attachment)
  - i. CEIS Council Meeting
  - ii. CEIS Dean Finalists
  - iii. Facilities and Operations Committee
  - iv. CEIS By-laws
- f. Tammy Fong, Business Senator \*(attachment)
  - i. Career Fair
  - ii. Pomona Beautification Day
  - iii. Bronco Start-up Challenge
  - iv. Council Elections

#### H. Open Forum

1. Cora M. Culla – shared that she was passing around the prestigious award that the BRIC was awarded at the NIRSA conference and she announced that the BRIC was one of the outstanding sports facilities in the world of higher education at a national level. She added that the LEED Gold plaque was actually very heavy and would be displayed at the program to commemorate the LEED Gold certification at our facility, being held on May 31<sup>st</sup> and Dr. Coley would be coming out to join us for the celebration.
2. Chonlawan Khaothiemsang – stated that the enrollment numbers for 2016 came back and they were significant enough to release the 30% allocations, so please tell your councils and organizations.
3. Vicki Jackson – shared a reminder that Pizza with the Presidents was coming up on Tuesday, May 3<sup>rd</sup>, at U-hour in the Quad

## II. DISCUSSION ITEMS

### A. ASI Annual Budget Presentations for 2016-17 – Day 2

#### **ASI Student Government and Operations \$258,708**

1. Julian Herrera, ASI President, stated that in consultation with Chonlawan Khaothiemsang, ASI Treasurer, he would be presenting the budget request for the 2016-17 year and projections for 2017-18 and 2018-19. He gave an overview of the presentation and then covered the following points in the powerpoint:
  - a. Philosophy – Students Serving Students
  - b. ASI Student Government Organizational Chart
  - c. Student Government - Purpose
    - i. Provides a student leadership structure to ASI
    - ii. Serves as advocates for students to the University and to the California State Student Association
    - iii. Organizes various programs and events on campus
    - iv. Fosters collaborations among the University, clubs, councils and ASI
    - v. Promotes shared governance on campus-wide topics
    - vi. Creates and amends policies and procedures for ASI
  - d. Accomplishments
    - i. Supported student clubs by funding over 20 mid-year budget requests through the Finance Committee
    - ii. Approved non-substantive changes to the ASI By-laws in preparation

- for semester conversion
- iii. Provided student representation on over 65 university wide and ASI committees
- iv. Lobbied at Sacramento, CA and Washington DC for Cal Poly Pomona, CPP students, and the CSU system
- v. Upcoming: Hosting a CSU-wide Climate Summit to promote sustainability on campus
- e. Budget Request
  - i. He reviewed that the carryover from last year was about \$55,000 with expenses totaling \$313,708 for a total request of \$258,708
  - ii. He added that the projections reflected an increase based on HEPI
- f. Summary of Changes
  - i. Line item 15: Increase to Outreach/Programming from \$2,500 to \$8,000 as line item 20 for Lobby Corp was added into this line item and now has a zero balance, to clean up the budget and centralize funds for programming and outreach
  - ii. Line item 24: Increase to Professional Services from \$1,000 to \$3,000 as line item 22 for Speaker/Consultant Fees was added into this line item and now has a zero balance, to centralize funds and because they thought that the prior amount was excessive
  - iii. Line item 21: Increase to CSSA/Conferences/Travel from \$20,000 to \$28,000 as line item 17 for Conferences was added into this line item and now has a zero balance, to centralize funds and plan to send more students to CSSA and other conferences
  - iv. Line item 18: Increase to CSUnity from \$11,290 to \$17,000 so that next year there would be the opportunity to take more secretaries if they have been appointed to their positions so that CSU contacts and networking opportunities are utilized
  - v. Line item 19: Increase to CHESS Conference from \$10,725 to \$11,500 as they took eight students this year to Sacramento to learn about advocacy and lobbying and this would allow for additional students to attend next year
  - vi. Line item 28: Decrease to Marketing from \$6,000 to \$5,000
  - vii. Line item 30: Decrease to Equipment Repair/Replacement from \$25,429 to \$3,000 as some of this line item was used in the senate chambers for furniture and they project using some next year in the cabinet office- but not as much would be needed
- g. A question and answer session took place that included that line item 22 for Speaker/Consultant fees had included temporary staffing in the past – but the rationale was that could come out of the salaries and benefits line if needed, also that this line item had been used to provide a Robert’s Rules speaker at past summer retreats but had been done in-house this year, the fees for the lawyers and accountants that present to the senate come out of the master budget’s line item for Legal and Audit, the recommendation that next year’s administration may want to bring in a consultant-especially with the changes that may be occurring, an explanation of line item 29 for Capital Lease/Tablets as covering the copier and the possible use of tablets for marketing but we

have also used the tablets from MDPH for that purpose this year, that other types of consultants would be one that could come in and talk to the new senate about change theory and how to deal with change as a group, more clarification was given that line item 22 for Professional Services would be used to hire a temporary staff person if Vicki were out on medical leave and that line item 23 for Salaries & Benefits can only be used for employees while a temporary staffing agency, if needed, is categorized as a professional service, clarification was given for line item 23-that if two Clerical Assistants were needed next year to add the ability to handle additional workload and assist with marketing efforts the next administration would not be limited and that the items-like the lunch bags- came out of line item 28 for Marketing

**ASI Elections**

**\$10,006**

2. Julian Herrera, ASI President, stated that on behalf of Cassandra Rivera, ASI Elections Chair, he would be presenting the budget request for the 2016-17 year and projections for 2017-18 and 2018-19. He covered the following points in the powerpoint:
  - a. About Elections
    - i. Provides outreach to student body about elections process for Student Government
    - ii. Maintains the electoral system and manages complaints that may arise during process
    - iii. Informs student body of election results
  - b. Planning Process
    - i. Step 1 – Info Sessions
    - ii. Step 2 – Campaign Rules Orientation
    - iii. Step 3 – Election Events
  - c. 2014-15 Facts
    - i. 43 Students attended Info Sessions (6 Info Sessions held)
    - ii. 34 Application submissions
    - iii. Election Events
      - Candidate Panel – low attendance
      - Pizza with the Candidates – medium-high attendance
      - Election Results Announced – low attendance
  - d. Current Budget
    - i. He reviewed the line item totals of the 2015-16 budget which included an ASI allocation of \$9,882
  - e. Current Progress & Successes
    - i. Scheduled 10 Info Sessions
    - ii. Marketing Strategies: using email, social media, printed media and tabling using ASI marketing materials
    - iii. Online Voting: using Class Climate which was expected to help increase voting participation
    - iv. Average of six people attended first eight Info Sessions
    - v. Approximately 18 plus attended the last two Info Sessions
      - Success could have been due to tabling before Info Sessions to attract and direct people to event

- Currently have at least one candidate per position, except for one college
- Events such as Candidate Panel, Pizza with the Candidate, and Results will be hosted during U-hour for more turnout

f. Proposed Budget 2016-17

i. He reviewed that the line items, #5 – 10, were all the same with only a change to the provider for the online voting system and a slight increase to the expenses which totaled \$10,006, the amount of their request

ii. The following goals were noted for next year:

- Additional funds will help budget for marketing such as purchasing ASI swag to attract more people into the Info Sessions and cover the cost of Poly Post ads
- Help promote more Info Sessions and host Info Sessions in different areas on campus
- Create more turnout to Election events

g. A question and answer session took place that included clarification on why line item 8 for IT Support remained the same amount of \$3,200 for next year and the two projected years, it was recommended that the Elections Chair contact IT to ask about it as usually there might be an increase, and an explanation was given of line item 6 for Printing and Copying as being used for printed materials from MDPH as well as printing the elections packets

**ASI B.E.A.T.**

**\$198,795**

3. Alfredo Munoz, ASI Secretary of Programs and Services, presented the budget request for the 2016-17 year and projections for 2017-18 and 2018-19. He covered the following points in the powerpoint:

a. 2015-16 BEAT Members

b. What is BEAT?

- Programming Team for Associated Students Incorporated at Cal Poly Pomona
- Guided by the *Students Serving Students* motto and evaluate student needs to bring popular, fun, and creative events

c. BEAT Goals

- To uphold the Student Serving Students motto and ensure the students have many events to enjoy
- Involve more students in the planning stages of events to better identify what the community wants
- Have strong communication within BEAT and strive to support one another in all endeavors including events and other activities
- Strengthen ties to Student Government and involve them in the BEAT events

d. Results

- Have a consistent group of 15-20 volunteers at Volunteer meetings and events
- Have hosted 14 events in Fall and Winter Quarters combined
- Continue making ASI more accessible to students through the nine

- remaining events planned for the Spring Quarter
- iv. Engaged students by asking them for feedback and including them in the event planning process
- v. Continued Student Government participation in ASI events as volunteers
- e. Incredible Opportunities
  - i. He reviewed past and upcoming events which included: Drag Bingo, Broncofusion, Magic Show, CPP's Got Talent, Hollywood Madness, Space Run, Animals in the Park, volunteer meetings, Adulting 101 and CPP x BEAT Cinema Basement Sessions
  - ii. He noted that there was a wide variety of events and attendance
- f. Our Impact
  - i. He described a picture collage of events
- g. Budget Request 2016 - 2017
  - i. He reviewed that their request for this year reflected \$500 income along with \$199,295 in expenses and line items that included:
    - Professional Development
    - Marketing and Recruitment
    - Operation Expenses
    - Campus Programming
- h. Summary of Changes
  - i. Line item 7: Increase to Operating Expenses from \$7,285 to \$7,295 because the National Association of Campus Activities (NACA) increased their membership by \$10
  - ii. Line item 5: Decrease to Professional Development from \$7,500 to \$6,000 because the NACA conference would be in Ontario next year and therefore the travel expenses would be lower as there would be no need for airfare as opposed to this year when it was held in Spokane, WA. They did hope to take more people as this conference provides the networking for most of their artists and swag ideas.
  - iii. Line item 6: Increase to Marketing & Recruitment from \$6,000 to \$7,000 due to the cost of swag items going up and the desire to always have items that attract students to the events
  - iv. Line item 8: Increase to Campus Programming from \$125,000 to \$179,000 due to the fact that programming costs like insurance, using middle-agents for events like Broncofusion, and bringing quality performances to campus were all increasing
- i. ASI Makes Our Heart BEAT
  - i. He played a video that highlighted a Midnight Madness event
  - ii. He reviewed that students always comment that their events were free, they love the variety of food and that the students see them as ASI, not just BEAT
- j. A question and answer session took place that included clarification that the \$500 income figure was just to maintain an income account for the rare occasion that they do charge and the last time was probably the Murder Mystery event, also that it was under consideration to charge students from off campus who ask to attend large events like Broncofusion and any

potential income would be returned to Cal Poly students, confirmation that Homecoming for next year was included in the programming line item, the clarification that the cost of a tech rider for Broncofusion used to be included in the BSC budget but was now included for the first time in the ASI budget for BEAT to reflect more accurately the entire programming cost for that event and an explanation that a tech rider was the technical needs and requests of a performer or band and could include items that would add to the total cost such as lighting, special stage, etc.

B. 2016-17 Budget Deliberations for Annually Budgeted Groups (attachments)

1. President and Treasurer's Recommendation

a. ASI Annually Budgeted Groups Allocation

i. Chonlawan Khaothiemsang, ASI Treasurer, explained that the longer sheet was the master budget and stated that the enrollment numbers that were noted for next year had changed and that affected the total revenue brought in by fees

ii. She added that another change to note on the master budget was that in the reserve column for mandated allocations the percentages that go into each reserve was actually different than what was received last time

iii. She stated that the line in red at the bottom of the master budget, labeled *Balance Available for Allocations*, now reflected a total of \$1,399,653

iv. A review of the reserve percentages took place to answer a question

v. Chonlawan now reviewed the smaller, black and white chart which was the President and Treasurer's recommendation and included a table at the top for the annually budgeted groups and the bottom portion represented the reserves. She explained that the first column was *Projected Carryover*, which combined with the next column of *Other Income*, represented column (A) which totaled \$2,177,430.

vi. She explained that column (B) matched the budget requests that were in their budget binders and totaled \$1,383,461 and she noted that the columns to either side of it reflected the original requests from ASI Departments and ASI Student Government and the amounts that they had lowered their requests by to balance the overall budget

vii. She reviewed the total of column (A) and (B) and then explained that column (C) labeled, *Recommended Additions*, was the additional revenue of \$16,192 that became available due to the higher enrollment figures and was added to the adjusted 2016-17 budget requests of:

- ASI Departments \$9,192
- ASI Student Government \$7,000

viii. She explained that the next column, which totaled \$1,399,653, was the *Total Recommended Allocation (B + C)* broken down as follows:

- ASI Departments \$925,144
- ASI Student Government \$265,708
- ASI Elections \$ 10,006



- ASI BEAT \$198,795

ix. She recapped that basically each department received the amount that they had originally requested and she gave additional details on the background of their rationale in the distribution of the additional funds to ASI Departments and ASI Student Government

b. ASI Reserves Allocation

i. Chonlwan explained that \$312,195 was the amount to be allocated to the reserve accounts for this year and stated that the ASI Reserves Policy was in their budget binder and noted that the columns listed the following categories:

- Required/Recommended Funding Levels per Reserves Policy
- Reserve Balance as of April 2016
- Projected Balance as of June 2016 (A)
- Senate Approved Allocation for 2015-16 (B)
- Total Reserves Balance (A + B)
- Recommended Reserves Allocation (C)
- Total Recommended Balance (A + B + C)

ii. She stated that the allocation goes into the books prior to the books closing each year

iii. She read aloud the following recommended allocations to each reserve account based on their projections of what the balance will be at the beginning of the next year of \$1,564,181.00:

- Prior Years Reserve I (PY I) 33% \$102,048.00
- Prior Years Reserve II (PY II) 26% \$ 82,411.00
- Prior Years Reserve III (PY III) 0%
- Reserve IV-New Programs & Augmentations (NP&A) 16% \$ 51,210.00
- Reserve V-The Green Initiative Fund (TGIF) 25% \$ 76,526.00

iv. A question and answer session took place that included that the rationale for increasing the percentage to TGIF was to bring the amount closer to that of NP & A as they were seeing more requests and the amounts can be up to \$15,000, also that Elliott had been doing a lot of marketing for TGIF and nothing was allocated to TGIF for the 2014-15 year

v. Chonlwan stated that Carol had just discovered a mistake and gave the corrected total of \$240,150 to be allocated to the reserves so the total of \$312,195 was incorrect on the attachment. She explained that the percentages will remain approximately the same, but they will be applied to the new total. She noted that the incorrect figure that was used accidentally included the post-retirement benefits. It was highly recommended that Chonlwan and Julian go back and review the new figures and percentages and bring back their recommendation at the next senate meeting.

vi. Cora gave an explanation of the total recommended balance and that the policy was intended to prescribe a minimum amount that ASI

should be maintaining in each reserve account and she was pleased to see that they were working on increasing the amounts of money that were being set aside in reserves due to the size of the corporation. She reviewed the purpose of each of the reserve accounts and their balances.

Diana adjourned regular open session at 4:08pm to move to Executive Session

Diana resumed regular open session at 4:40pm and gave a report of Executive Session

**III. EXECUTIVE SESSION**

A. Discussion Item

1. Personnel matters related to ASI and BSC budgets were discussed

**IV. ADJOURNMENT**

A. Next Senate meeting will take place on Thursday, April 21, 2016, 3:00 – 5:00pm, in the England Evans room

B. Diana stated that senate meeting 2015-16:18 was adjourned at 4:40pm

**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