



ASI Senate Meeting

Minutes

2015- 2016:16 Thursday, March 10, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:16 to order at 3:01pm

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 – **Excused Absent**
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 Tardy**
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. – **Excused Absent**
Pandora Mondragon, Bronco Athletics Association Rep. – **Excused Absent**

C. Approval of Minutes

1. The senate meeting minutes from the Feb. 11, 2016 and Feb. 25, 2016 meetings were approved by the chair 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 \$ 11,474,058.00

ASI SENATE MEETING

March 10, 2016

Page - 2

2. ASI Total Expenses	\$ 4,930,356.00
3. Total Investments	\$ 13,903,488.00
ASI-Local Agency Investment Fund	\$ 4,328,823.00
BSC-Local Agency Investment Fund	\$ 9,574,665.00
4. ASI – NP & A Account Balance	\$ 125,884.00
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. Powell Velasco | 4. Jesus David |
| 2. Laura Herrera | 5. Barny Peake |
| 3. Miriam | |

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

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. Centaurus Construction Update
 - b. Midnight Madness
 - c. Personnel Updates
 - d. Campus Recreation Updates
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. - Pandora Mondragon – no report
7. Senator Pro Tempore – Joshua Ebner - no report
8. Attorney General – David Lee *(attachment)
 - a. Rules and Policies
 - b. ASI Presentations
 - c. Council By-laws
 - d. New Clubs
9. Treasurer – Chonlawan Khaothiemsang – no report
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
12. Senate Reports
 - a. Aden Tessman, Senator-at-Large, Greek *(attachment)
 - i. Study Sessions
 - ii. Risk Management vs. Risk Prevention Seminar

- b. Brandon Whalen, ENV Senator *(attachment)
 - i. ENV Council
 - ii. Projects
 - iii. Committees
- c. Kaitlyn Armbruster, Senator-at-Large, Inter-Hall Council *(attachment)
 - i. Executive Board Elections
 - ii. Bronco Field Day
- d. Karen Romero, Senator-at-Large, MCC *(attachment)
 - i. Hunger Banquet – Quarterly Event
 - ii. Event in Collaboration with iPoly
 - iii. Facilities and Operations Committee
 - iv. MCC General Meetings
- e. Leslie Simoni, CCHM Senator *(attachment)
 - i. Volunteers for Midnight Madness
 - ii. Upcoming BEAT Events
- f. Michael Sandoval, CEIS Senator *(attachment)
 - i. Council Updates
 - ii. Club Updates
- g. Tammy Fong, Business Senator *(attachment)
 - i. CBARN
 - ii. Career Fair
 - iii. Public College Printer
 - iv. Council Meeting with Presidents
 - v. Pomona Beautification Day
 - vi. Search for a New Dean

H. Open Forum

1. Brandon Whalen – stated that, after the situation at University Village last week, he realized that he was in his fourth year at CPP and felt that each year there were similar issues that arose. He asked, now with a new Chief of Police, what was the university doing to help out with these issues.
2. Dr. Byron Howlett Jr. - responded by explaining that CPP was located in an urban area and the issue that happened last week was not generated by someone in the CPP community, but began in the West San Gabriel Valley and ended up on our campus where the LA County Sheriff's department was the guiding organization. He added that the campus Emergency Operation Plan was put into action and he gave details on how that provided support. Byron recommended that the new Police Chief be invited to the senate to give a presentation and discuss the topic.
3. Julian Herrera - stated that he and Diana received an update at a recent meeting with Kathy Street that included President Coley and her cabinet were participating in emergency training that would move through the departments, faculty and staff.
4. Dr. Byron Howlett, Jr. – added that the university president and most of her cabinet were new and this was the first major incident of this kind on campus and so people were being tested in terms of how to respond. He noted that given the circumstances, he believed that the campus responded in the best way possible.
5. Chonlawan Khaothiamsang – reminded everyone that the Budget Retreat was scheduled for Friday, April 1st, at 2:00pm in Lyra.

6. Laura Herrera – stated that she was from Roger Hernandez’s congressional campaign and that he was running for Congress in the 32nd district. She noted that she was in student government, as the attorney general, when she was in college and this brought back memories for her being here today. She explained that they were looking for volunteers for the campaign and the 32nd district was comprised of cities like Covina, West Covina, Azusa, Duarte, Irwindale, El Monte, San Dimas and La Verne. She gave a brief background on Roger Hernandez who was a current Democratic assembly member. She listed the responsibilities that a young leader would participate in if they were to volunteer and asked that you contact her at (323)627-1719 or email at lauraherrera2@gmail.com if you were interested or had any questions.

II. ACTION ITEMS

- A. Nominations and Election for Finance Committee – Spring Quarter
 1. Chonlawan reviewed the Finance Committee Code, that they were seeking three senators to serve for the Spring Quarter and that the meetings would take place on Fridays from 1:00 – 3:00pm and there could possibly be a meeting every Friday if needed, so all Fridays should be available
 2. She added that they would be looking at the Financial Guidelines & Stipulations
 3. Diana opened the floor for nominations
 - a. Brandon nominated himself
 - b. Leslie nominated herself
 - c. Aden nominated himself
 4. Greg made a motion to elect Brandon to serve on the Finance Committee, seconded by Tammy
 5. There was no discussion, Diana called the vote: 12/0/0, motion passed
 6. Reeza made a motion to elect Leslie to serve on the Finance Committee, seconded by Greg
 7. There was no discussion, Diana called the vote: 12/0/0, motion passed
 8. Tammy made a motion to elect Aden to serve on the Finance Committee, seconded by Reeza
 9. There was no discussion, Diana called the vote: 12/0/0, motion passed
 10. Diana congratulated Brandon, Leslie and Aden
- B. Recommended \$25,000 Increase in Funding from DBMER for Centaurus Project (attachment)
 1. Barny passed out an updated memo to everyone and reviewed that David Quezada presented on this request for an additional \$25,000 from the Dormitory Building Maintenance Equipment and Replacement (DBMER) reserve account at the last senate meeting, which brings the total project budget to a not to exceed amount of \$250,000
 2. He reviewed that they had made some changes since the beginning that had added to the scope of the work and he recapped them. He also noted that the memo included the Centaurus project budget with a new total of \$231,410 and the project additions or change orders of \$27,410 which were included in that total.
 3. He explained that the fire rating requirements for the storefront doors increased the project a tremendous amount and that the final quotes were actually not in yet

but he was coming to the senate now so that when all of the final billing were in, he would not need to come to the senate again for additional funding

4. He added that at this point they were basically waiting for the delivery and installation of the doors, which come in next Friday, and then the space will be done
5. A question and answer session took place regarding clarification of the budget totals and a not to exceed figure, the furniture was not included as it needed to come out of the operations budget, the guidelines for utilizing the DBMER fund, the current timeline with the university, the process that included the university for paying the bills, furniture expected in about mid-April, the final expenditure comes in after all of the final inspections or about one month after completion and that the explanation of why this happened had to do with the architect basing their estimate on standard building materials and the contractor building his costs on the actual construction prices and discovering the fire code requirements
6. Aden made a motion to approve the funding increase for the Centaurus project of \$25,000 for a not to exceed amount of \$250,000 from the DBMER reserve account, seconded by Greg
7. There was no further discussion, Diana called the vote: 12/0/0, motion passed

C. Recommendations from the Rules and Policies Committee

1. Education Enhancement Board Code
 - a. David recapped that this was presented at the last senate meeting, had been approved at the Rules and Policies Committee and restated the purpose
 - b. Brandon made a motion to approve the Education Enhancement Board Code, seconded by Greg
 - c. There was no discussion, Diana called the vote: 11/0/1, motion passed
2. ASI Elections Code
 - a. David recapped that this was presented at the last senate meeting, had been approved at the Rules and Policies Committee and restated the general changes
 - b. Julian made a motion to approve the ASI Elections Code, seconded by Karen
 - c. David added that the Elections Committee had reviewed the document and had one change regarding the Elections Chair reporting to the ASI Cabinet rather than the ASI Senate. He noted that it was reflected in Article III, B.
 - d. A brief discussion took place regarding the proposed change which resulted in the change not being made to the document
 - e. Diana called the vote: 11/0/1, motion passed

D. Revised Public Relations and Hospitality Policy (attachment)

1. Cora explained that the new attachment reflected excerpts in a bold, italicized font that incorporated actual language from the ICSUAM Policy 1301
2. She also reviewed that the Maximum Per-Person Rates emulated what the university had in place and the Grid of Allowable/Unallowable Expenditures reflected the changes that were discussed at the last senate meeting
3. A brief question and answer session took place

4. Greg made a motion to approve the revised Public Relations and Hospitality Policy, seconded by Aden
5. There was brief discussion, Diana called the vote: 12/0/0, motion passed

III. DISCUSSION ITEM

- A. Recommendation from the Rules and Policies Committee (attachments)
 1. Non-substantive Revisions to ASI By-Laws
 - a. David stated that on January 29, 2016 the Rules and Policies Committee took action on the non-substantive changes to the ASI By-Laws that were reflected on the handout and noted both an overview and specific areas
 - b. He listed the eight broad categories that were listed on the overview:
 - i. Semester Conversion Language
 - ii. Gender Inclusive Language
 - iii. Error Resolution
 - iv. Rearrangement of Articles
 - v. Consistency Resolution
 - vi. Stylistic Changes
 - vii. Title Updates
 - viii. Grammatical Fixes
 - c. The specific articles that were amended were also listed in the handout and David stated that the marked up version showing all of the changes was available on the overhead for review or questions if needed
 - d. Cora stated that, once the document was approved by the senate, she recommended that both the marked up version and the final version be included in the packet when it was submitted to President Coley for approval
 - e. Brandon stated that the committee had invested a lot of time in evaluating the document, so he asked that everyone give their time to a thorough review, as this was an important governing document for the organization

Diana adjourned regular open session at 3:46pm to move to Executive Session

Diana resumed regular open session at 5:03pm and gave a report of Executive Session

IV. EXECUTIVE SESSION

- A. Action Items
 1. The job description for Adventures Education Coordinator was approved as amended
 - a. Motion made by Julian, seconded by Greg – Vote: 12/0/0
 2. The job description for Director of Human Resources was approved as amended
 - a. Motion made by Greg, seconded by Aden – Vote: 12/0/0
 3. The job description for Human Resources Generalist was approved as amended
 - a. Motion made by Reeza, seconded by Greg – Vote: 12/0/0
- B. Discussion Items
 1. Compensation Philosophy was approved as recommended by the PRC
 - a. Motion made by Julian to suspend Robert's Rules and move Discussion Item 1 to Action Item 4, seconded by Karen – Vote: 12/0/0, motion passed

ASI SENATE MEETING

March 10, 2016

Page - 7

- b. Motion made by Greg to approve the Compensation Policy as recommended by the PRC, seconded by Brandon – Vote: 12/0/0, motion passed
- 2. The job description for the Payroll Coordinator was discussed
- 3. The review of the ASI Leadership Team was discussed
- C. Information Items

Diana announced that Bianca Pescina had arrived at the meeting which added to quorum

- 1. The job description for Associate Director of Programs was discussed

Julian made a motion to extend the meeting until business was completed, seconded by Greg
Diana called the vote: 13/0/0, motion passed

- 2. The job description for HR Manager was discussed
- 3. The job description for HR Assistant was discussed

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, April 7, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:16 was adjourned at 5:04pm

MINUTES SUBMITTED TO:

Diana Ascencio, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2015-2016: _____

Vicki Jackson, Student Government Coordinator

Date