



# ASI Senate Meeting

## Minutes

2015- 2016:15 Thursday, March 3, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:15 to order at 3:00pm

#### B. Quorum Check

##### 1. Voting Members:

Diana Ascencio, Vice President, Chair  
Julian Herrera, President – **Excused Tardy**  
Bryce von Helms, Agriculture Senator  
Tammy Fong, Business Senator  
Michael Sandoval, CEIS Senator  
Joshua Ebner, CLASS Senator – **Unexcused Tardy**  
Leslie Simoni, CCHM Senator – **Excused Absent**  
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 – Sub: La ‘Keisha Beard at 3:40pm  
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. There were no minutes to approve

#### D. Agenda Changes

1. Cora added Discussion Item C. Policy on Fundraising and Acceptance of Donations for Registered Student Organizations and Discussion Item D. Revised Public Relations and Hospitality Policy
2. Aden made a motion to approve the agenda as amended, seconded by Joshua

3. There was no discussion, Diana called the vote: 11/0/1, motion passed

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

1. ASI Total Revenue	\$ 11,458,270.00
2. ASI Total Expenses	\$ 4,867,727.00
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	\$ 157,800.00
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. Randeep Dhillon     | 8. David Mach     |
| 2. Alejandra Barberena | 9. Crystal Carter |
| 3. Rebecca Lee         | 10. Krista Smith  |
| 4. Rejean Latorre      | 11. David Quezada |
| 5. Fayz Ashker         | 12. Jesus Navidad |
| 6. Rachid ElSarraaj    | 13. Daniel Latham |
| 7. Uriah Sanders       |                   |

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

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. CSU Policy Compliance Audit
  - b. Campus Recreation Updates
  - c. Financial Services Updates
  - d. Children's Center Updates
  - e. MDPH 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 \*(attachment)
  - a. Facilities and Operations Committee Meeting
  - b. Nap Lab Proposal
  - c. BSC Infrastructure Space Study
  - d. Resolution in Support of Initiating Open End-of-Term Student Course Evaluations
8. Attorney General – David Lee \*(attachment)
  - a. Rules and Policies
  - b. Council By-laws
  - c. 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. Greek Council Homecoming Participation
    - ii. Risk Management vs. Risk Prevention Seminar
  - b. Brandon Whalen, ENV Senator \*(attachment)
    - i. ENV Council
    - ii. Projects
    - iii. Appointment to Title IX Investigator Hiring Committee
    - iv. Open Forums for Candidates for the Vice President for Student Affairs
  - c. Joshua Ebner, CLASS Senator \*(attachment)
    - i. Council Meeting
    - ii. Homecoming
    - iii. Upcoming Events
    - iv. Avenue Q
  - d. Kaitlyn Armbruster, Senator-at-Large, Inter-Hall Council \*(attachment)
    - i. Executive Board Elections
  - e. Karen Romero, Senator-at-Large, MCC \*(attachment)
    - i. 30 Days of Social Justice
    - ii. Hunger Banquet – Quarterly Event
    - iii. Event in Collaboration with iPoly
    - iv. MCC General Meetings
  - f. Leslie Simoni, CCHM Senator \*(attachment)
    - i. HMC Meeting
    - ii. Volunteers for Midnight Madness
    - iii. Upcoming BEAT Events
    - iv. Collins College Spring Carnival
  - g. Michael Sandoval, CEIS Senator \*(attachment)
    - i. Council Updates
    - ii. Homecoming
    - iii. Club Updates
    - iv. Student Support for CFA Strike
  - h. Tammy Fong, Business Senator \*(attachment)
    - i. CBARN
    - ii. Career Fair
    - iii. Public College Printer
    - iv. Council Meeting with Presidents
    - v. Pomona Beautification Day

H. Open Forum

1. Vicki Jackson – reminded everyone that Pizza with the Presidents was tonight in Ursa Major from 6:00 – 7:00pm and to please come out and support Julian and President Coley.
2. Dr. Byron Howlett, Jr. – stated that Sharon Rocacorba, ASI Elections advisor, and Cassandra, ASI Elections Chair, asked him to share that while they had multiple people apply for the President/Vice President ticket, not all of the senator positions had anyone applying for them just yet. As there were only a couple more Info Sessions left you can reach out to Sharon at OSLCC if you were interested in knowing if your college or at-large council was one of those with no candidates showing interest, in case you wanted to help promote a candidate for the position that you hold.

II. ACTION ITEMS

A. Recommendations from the Finance Committee (attachments)

1. American Society of Civil Engineers \$5,500 NP & A
  - a. Rejean Latorre, Treasurer, gave a presentation on the Pacific Southwest Conference for 2016, also known as PSWC, which was a three day competition with over 1,000 participants from 18 different universities and from four states, all competing in technical and athletic competitions
  - b. She stated that the event would take place March 31<sup>st</sup> – April 2<sup>nd</sup> at CSU Long Beach
  - c. She explained the events they would be participating in, which included Steel Bridge and Concrete Canoe as the largest ones, as well as other past community and athletic events
  - d. She listed the 2015 achievements at University of Arizona and gave the benefits for Cal Poly Pomona
  - e. She reviewed the details of the expenses which totaled \$37,967 and the total expected income of \$32,467 which included registration of \$195 for 140 students and some fundraising through food sales
  - f. She noted that the difference represented the amount of the mid-year budget request, as well as they had also sent out sponsorship packets to about 30 companies to try and generate additional income
  - g. A brief question and answer session took place
  - h. Joshua made a motion to approve the request of \$5,500 for the American Society of Civil Engineers from NP & A, seconded by Reeza
  - i. A brief discussion took place, Diana called the vote: 12/0/0, motion passed
2. Lebanese Student Association \$5,500 NP & A
  - a. Rachid ElSarraj, Treasurer, introduced himself and Fayz Ashker, President, and gave a brief background on their club
  - b. He explained that their club was planning on attending the annual Lebanese Collegiate Network (LCN) Convention which connected Lebanese clubs all over the United States and he noted the other benefits of the convention
  - c. He stated that this year it was being held at UCLA from April 8<sup>th</sup> – 10<sup>th</sup> and they were planning on sending 30 members to the event
  - d. He reviewed the expenses which totaled \$6,900, that covered registration,

- hotel, gas and food
- e. Rachid stated that they would be receiving \$800 from the Admin Fund and the balance of their total income of \$1,400 was from member contributions
  - f. Fayz added that their club always sends the most members to the convention and that was mainly due to the financial assistance from ASI
  - g. A brief question and answer session took place
  - h. Greg made a motion to approve the request of \$5,500 for the Lebanese Student Association from NP & A, seconded by Aden
  - i. There was no discussion, Diana called the vote: 12/0/0, motion passed
3. American Planning Student Association (APSA)      \$5,500      NP & A
- a. Jesus Navidad, President, and Daniel Latham, Treasurer, both introduced themselves as members of the American Planning Student Association
  - b. Jesus stated that they were there to talk about the American Planning Association (APA) National Planning Conference taking place in Phoenix, AZ this year and explained their focus on undergraduate urban planning students, their goals for first year students and the growth of club membership
  - c. He stated that the conference was taking place from April 2<sup>nd</sup> – 5<sup>th</sup> and they were requesting the \$5,500 for travel and hotel expenses
  - d. Daniel explained that they planned to divide up the funds equally between students so that would be about \$200 to apply to travel and the hotel for the 27 potential students attending
  - e. Jesus added that attendance at an event like this one can really propel membership momentum into next year
  - f. A brief question and answer session took place
  - g. Aden made a motion to approve the request of \$5,500 for the American Planning Student Association from NP & A, seconded by Joshua
  - h. There was no discussion, Diana called the vote: 11/0/1, motion passed
4. American Marketing Association      \$5,000      NP & A
- a. Alejandra Barberena, Treasurer, stated that their budget request was to fund attendance to the American Marketing Association International Collegiate Conference taking place from March 17<sup>th</sup> – 19<sup>th</sup> in New Orleans, Louisiana
  - b. Randeep Dhillon, President, explained the mission and background of their organization and noted the benefits of professional development and networking to Cal Poly students
  - c. Alejandra outlined that this was the 38<sup>th</sup> annual conference and that it brought over 1,500 student together from across the nation and she detailed the benefits of the conference for the attendees
  - d. Randeep gave details of the agenda of the conference and the career fair
  - e. Alejandra explained the details of the total expenses of \$30,108 which included membership, fees, hotel, airfare, shuttle and food for twenty members
  - f. Greg made a motion to approve the request of \$5,000 for the American Marketing Association from NP & A

- i. Discussion took place that confirmed the actual amount approved at the Finance Committee and being recommended to the senate was \$5,500 and there appeared to be an error in the amount on the agenda. It was confirmed that the amount being requested today from the senate should be \$5,500.
  - g. Greg restated his motion to approve the request of \$5,500 for the American Marketing Association from NP & A, seconded by Aden
  - h. A brief discussion took place which included further explanation that the amount was \$5,500
  - i. Diana called the vote: 12/0/1, motion passed
  
- 5. Graduate Planning Student Association                                  \$4,450                                  NP & A
  - a. David Mach, President, gave a presentation regarding the American Planning Association National Conference 2016 being held in Phoenix, AZ this year from April 2<sup>nd</sup> – 5<sup>th</sup>
  - b. He gave the background of the organization that was composed of graduate students in the Urban Planning department which was part of the ENV college
  - c. He outlined the details and examples of the sessions, mobile tours and networking opportunities that benefit the student attendees
  - d. He reviewed the income of \$500 which included a \$20 contribution from each of the ten attendees and the council allocation
  - e. David also reviewed the expenses of \$4,950 which included hotel, dinner, museums, transportation and food
  - f. A brief question and answer session took place
  - g. Aden made a motion to approve the request of \$4,450 for the Graduate Planning Student Association from NP & A, seconded by Greg
  - h. There was no discussion, Diana called the vote: 13/0/0, motion passed
  
- 6. African Soul International Dance Club                                  \$3,000                                  NP & A
  - a. Crystal Carter gave the background of their club which was founded in 2014, had its roots in a CPP African dance class, and was therefore a fairly new club on campus that expressed African dance at Cal Poly Pomona. She noted various events since 2014 where they had performed on campus, such as the recent 2016 Unity Luncheon.
  - b. She played a short video to illustrate what the performances include
  - c. She explained that they were proposing to attend the National African Dance and Drum Conference in Oakland, CA taking place March 11<sup>th</sup> – 13<sup>th</sup> and she gave the benefits for the five club members that would attend
  - d. She stated that one of their goals was to host their own conference at Cal Poly and they also wanted to network with national artists, as one of their other goals was to bring their expertise to our campus
  - e. She reviewed the expenses which included registration costs of \$165 per person, workshops, transportation by van, hotel, shirts and food
  - f. Crystal also reviewed that the other goal for the budget request was to host a resident master artist from Mali for one week who would hold free

workshops for all CPP students and teach the club members more about dance moves from the area of Mail

- g. She reviewed the expenses to invite the master artist to visit Cal Poly which included her flight from Denver, Colorado for \$160 and food for about \$140 and she added that the visit would occur after the conference
- h. Greg made a motion to approve the request of \$3,000 for the African Soul International Dance Club from NP & A, seconded by Karen
- i. There was no discussion, Diana called the vote: 13/0/0, motion passed

**B. Recommendation from the Facilities and Operations Committee**

**1. Intramural Sports Policy**

- a. Joshua explained that this was a discussion item at the last senate meeting and was being recommended by the Facilities and Operations Committee to the senate
- b. He stated that it was his understanding that this was already in practice and the policy should define these practices and put them down in writing
- c. Greg made a motion to approve the Intramural Sports Policy as recommended by the Facilities and Operations Committee, seconded by Reeza
- d. There was no discussion, Diana called the vote: 13/0/0, motion passed

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

1. Joshua reviewed all of the edits that he had incorporated into the resolution from the senate meeting when it was a discussion item two weeks ago which included
  - a. The definition of a course – footnote 1
  - b. The definition of is a faculty member – footnote 2
  - c. Grammatical and spelling corrections
  - d. Word substitutions ie: instructor for faculty member
  - e. Removed the resolved on the third page with a deadline included in it
  - f. Added Dr. in front of Sylvia Alva
2. He stated that the spirit of the document was still the same
3. Reeza made a motion to approve the draft Resolution In Support of Initiating Open End-of-Term Student Course Evaluations, seconded by Tammy
4. Bryce thanked Joshua for making the changes that created the footnotes
5. There was no further discussion, Diana called the vote: 13/0/0, motion passed

**III. DISCUSSION ITEMS**

**A. Updated Project Budget for Centaurus (attachment)**

1. David Quezada passed out a memo and gave an update on the Centaurus project which included a request for \$25,000 more from the Dormitory Building Maintenance Equipment and Replacement (DBMER) reserve account
2. He reviewed the content of the memo which included the history of the project
3. He stated that the original architect's estimate at \$91,000 was grossly underestimated and when the contractor gave an actual quote to do the scope of work it was a more accurate work analysis of \$192,000
4. He explained that there were also complications that presented themselves:

- a. The heating and ventilation for Centaurus was discovered to be in the TV Lounge of the Games Room and so a decision had to be made that included renovating that space in order to complete the necessary work
  - b. The networking system was overloaded in the closet, so the switch had to be upgraded so that more power could be provided for the workstations that would be added to Centaurus
  - c. A new electrical sub-panel had to be added for the space, as most of the old ones in that part of the building were at their maximum capacity
  - d. The atrium in the lobby was considered a fire hazard and so the wall of Centaurus had to be upgraded to meet the fire rating requirements of the space
  - e. The initial cost of the storefront glass doors for the wall doubled as they also had to meet the fire rating requirements
5. He concluded that they do not expect any more surprises with the construction and have addressed all of the problems that were discovered. He stated that the BSC administration was asking for an additional allocation of \$25,000 from the DBMER account to increase the total project budget to a not-to-exceed amount of \$250,000.
  6. A brief question and answer session took place regarding the specifications for the storefront doors
- B. Recommendation from the Rules and Policies Committee (attachments)
1. Education Enhancement Board Code
    - a. David explained that he and Nyla Simjee, ASI Secretary of Education, had drafted this new code to create an operating procedure for the Education Enhancement Board because currently one did not exist
    - b. He noted that the only other board that did not have a code was the Lobby Corp and the Rules and Policies Committee would work on that one next
    - c. He stated that he had suggested a very straightforward document based on the other sub-senate committee codes
    - d. There were no questions
  2. ASI Elections Code
    - a. David explained that the committee had updated the language for the upcoming semester conversion, included gender neutral language, corrected some grammatical and spelling errors and they clarified current practices that were already in place
    - b. He reviewed the major changes:
      - i. Article III.K. – clarification that the Elections Chair had to report to the ASI President in writing when they choose a Vice Chair for the Elections Committee
      - ii. Article VI.F. – clarification that the candidates running for the At-Large Senator positions must declare the councils that they choose to represent
    - c. A brief question and answer session took place regarding the timeline for the approval of the code for the upcoming elections, these changes do not significantly affect the candidates and clarification on the At-Large Senators



C. Policy on Fundraising and Acceptance of Gifts for Registered Student Organizations (attachment)

1. Cora explained that the reason that this policy was being revised and submitted to the senate again so soon after being approved was that the deadline for submitting documents for the CSU Compliance Audit was tomorrow. She added that this was submitted to the University for their review a few days ago.
2. She stated that at a meeting this morning it was suggested that in the second to last paragraph on the first page of the policy, after this wording: "...within 5 business days of receipt..." the following wording be added: "...and handled in compliance with ASI's Cash Handling Policies and Procedures."
3. She explained that the addition of these words made it clear that the handling of the deposit of program support dollars received by a registered student organization must also be in compliance with the ASI's Cash Handling Policies and Procedures which the senate also took action on recently
4. She noted that the language was kept general so in case there was a change in that policy, both policies would not need to be revised
5. She asked if the senate would like to suspend Robert's Rules so that this document could be included in the submission tomorrow for the CSU Compliance Audit
6. Joshua made a motion to suspend Robert's Rules to move Discussion Item C. Policy on Fundraising and Acceptance of Donations for Registered Student Organizations to an action item, seconded by Brandon
7. There was no discussion, Diana called the vote: 13/0/0, motion passed
8. Brandon made a motion to approve the Policy on Fundraising and Acceptance of Donations for Registered Student Organizations as amended, seconded by Julian
9. There was no discussion, Diana called the vote: 13/0/0, motion passed

D. Revised Public Relations and Hospitality Policy (attachment)

1. Cora stated that a handout was being passed out and explained that this policy was passed in 2006 and there was actually a change in CSU policy after that date, so it was brought to their attention that the policy was outdated and needed to be revised
2. She reviewed the changes that were in bold and italicized on the document:
  - a. Page 1 – ICSUAM Policy 1301-Hospitality, Payment, or Reimbursement of Expenses Policy was added
  - b. Page 2 and 3 – ICSUAM Policy 1301 – an expanded reference to the policy was included with the chart of Maximum Per-Person Rates for Hospitality Expenses
  - c. Page 4 – Grid of Allowable/Unallowable Expenditures for ASI
3. Cora reviewed the Grid, line by line, and she noted that since the policy was formulated in 2006 there was only the BSC and now the BRIC needed to also be included. She noted that there were no changes being proposed to page one of the Grid, however, on page two she reviewed the changes that had been marked, particularly lines 16, 17, 20 and 21.
4. A question and answer session took place regarding the purpose of specific lines, typical costs for items that were listed, what the changes meant and the pros and cons of allowable versus unallowable areas in some of the categories

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5. Cora stated that she had emailed David and Diana, but because the next Rules and Policies Committee was not until March 11th, which was the day after the next senate meeting, this was why she included had included this as a discussion item today. She added that as the senate was seeing the policy for the first time today, she would submit the old policy to the auditors and let them know that they were in the process of updating the policy. She stated that everyone would have time to look at this policy before it was an action item on March 10<sup>th</sup> and to please email her or call her if they had any questions.

**IV. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, March 10, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:15 was adjourned at 4:54pm

**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