



# ASI Senate Meeting

## Minutes

2015- 2016:19 Thursday, April 21, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:19 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  
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 – **Excused Tardy**

##### 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. The senate meeting minutes from the April 7, 2016 meeting 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 \$ 11,631,304.00

ASI SENATE MEETING

April 21, 2016

Page - 2

2. ASI Total Expenses	\$ 5,196,060.00
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	\$ 114,552.00
5. The Green Initiative Fund (TGIF)	\$ 92,671.00
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. Nyla Simjee     | 5. Carol Lee        |
| 2. Celeste Salinas | 6. Krista Smith     |
| 3. Barny Peake     | 7. Danielle Sanders |
| 4. Alfredo Munoz   |                     |

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

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. Campus Recreation Updates
  - b. Children's Center 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. – no report
7. Senator Pro Tempore – Joshua Ebner \*(attachment)
  - a. Facilities and Operations Committee Meeting
  - b. Facilities and Operations Committee Observations
  - c. Attending May 4<sup>th</sup> Academic Senate Meeting
  - d. ASI Senate Bills Procedure Document
8. Attorney General – David Lee \*(attachment)
  - a. Rules and Policies
  - b. ASI By-laws
  - c. Council By-laws
  - d. Instructionally Related Activities (IRA) Committee
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
12. Senate Reports
  - a. Aden Tessman, Senator-at-Large, Greek \*(attachment)
    - i. Greek Week
    - ii. Lemon-Aid
  - b. Brandon Whalen, ENV Senator \*(attachment)

- i. ENV Council
- ii. Projects
- iii. Committees
- iv. Sustainability Committee
- c. Joshua Ebner, CLASS Senator \*(attachment)
  - i. Council Meeting
  - ii. Upcoming Events
  - iii. CLASS Council Banquet
- d. Karen Romero, Senator-at-Large, MCC \*(attachment)
  - i. MCC General Meetings
  - ii. MCC Night of Colors
  - iii. Facilities and Operations Committee Meeting

#### H. Open Forum

1. Brandon Whalen – announced that today was the official start to Earth Week and he invited everyone to come out to an event called Take Back the Tap and after filling out a survey you receive a beautiful water bottle. He asked that everyone check out the flyers for the other events and come out and support and spread the word to your respective councils.
2. Nyla Simjee – stated that she and Chonlwan had been working on organizing college specific open forums for semester conversion and she asked that everyone watch out for the email with the dates and times for their respective colleges and spread the word to your councils. She added that they would be holding one general open forum on May 4<sup>th</sup> in Ursa Minor at 6:00pm for people that may not be able to attend the U-hour open forums.
3. Julian Herrera – explained that in working with the Strategic Planning Committee, they would be holding open forums for students-at-large as well as potentially from your councils, using all of the senators as moderators for student engagement open forums. He asked that everyone get in contact with him as soon as possible to coordinate. He added that they would have a script, questionnaire, take notes and feedback to bring back to him so that it could be shared with the committee.
4. Alfredo Munoz – announced that Rock the Commons would be held Friday, May 6<sup>th</sup> from 6:00 – 10:00pm and they would like everyone to help encourage clubs and organizations to participate by selling food items. He listed some of the groups that had already signed up and what they might be selling. He asked that people contact him to sign up by next Friday.

## II. ACTION ITEMS

- A. 2016-17 Budget Deliberations for Annually Budgeted Groups (attachment)
  1. President and Treasurer's Recommendation
    - a. ASI Annually Budgeted Groups Allocation
      - i. Chonlwan passed out an updated copy of the recommendations for both the reserves and the annually budgeted groups allocations
      - ii. She stated that she had followed up with ASI Elections and they did not project any increase over the budget years and there was even the possibility that they could go back to Ballot Box
      - iii. Diana pointed out that the annually budgeted groups were an action

- item today, while the reserves were a discussion item
- iv. Clarification of the process was discussed
  - v. Discussion took place regarding line 21 in the Student Government budget regarding CSSA and the travel process with more officers
  - vi. Byron stated that a motion was needed to continue discussion
  - vii. Bryce made a motion to approve the President and Treasurer's recommendation for the 2016-17 Annually Budgeted Groups allocations, seconded by Julian
  - viii. Discussion took place regarding the next steps if this was approved, possible questions and line items that could be addressed if the recommendation was not approved, possible areas where money could be allocated and an explanation of the cut and add phases
  - ix. Diana called a vote: 9/5/0, motion failed, as approval of the overall budget required a 2/3 majority
  - x. Greg made a motion to open cut phase, seconded by Brandon
  - xi. A brief discussion took place regarding how cut phase works
  - xii. Diana called the vote: 9/5/0, motion passed as it needed a majority
  - xiii. Greg made a motion to cut \$39,000 from the ASI BEAT budget, seconded by Bryce
  - xiv. Greg gave his rationale: according to the recommendation, BEAT's budget was increasing almost \$54,000 which was a third of their current budget and that was a huge jump for them. He felt it was unnecessary to be that large, and even with the proposed cut of \$39,000 they were still increasing \$15,000 for the year.
  - xv. Chonlwan explained the chart on the overhead that reflected the details on their handout
  - xvi. Discussion took place regarding Alfredo's presentation and that this large addition included licensing/agency fees that facilitate the artist contracts- for both Broncofusion and Midnight Madness events, that prior to this budget-additional funds were pulled in from the line item for Weekend Events and BSC Programs in the BSC budget to assist with the expenses for Broncofusion, that BEAT's goal for next year's budget was to consolidate the funding into one budget rather than pulling from multiple budgets- so that created a more dramatic increase to their budget for next year, exploratory questions on what areas could use any funds that were cut from BEAT during a possible add phase, the BSC budget would not have cuts evident in the line items for programming by moving the funding source for Broncofusion over to BEAT as there could be choices for additional programming events in the BSC, when all of the expenses were added up - Broncofusion was basically an \$80,000 concert now and if the senate did not want that cost for the concert then this was their opportunity to change those expectations
  - xvii. Diana called the vote: 0/14/0, motion failed
  - xviii. Julian made a motion to table cut phase of the 2016-17 Budget Deliberations for Annually Budgeted Groups Allocation, seconded by Joshua

xix. Diana called the vote: 14/0/0, motion passed

B. Recommendation from the Rules and Policies Committee

1. Revision of Risk Management Policy (attachment)

- a. David stated that the Rules and Policies Committee had approved the amendments noted on the attachment for the Risk Management Policy at their meeting on April 15, 2016
- b. Cora explained that the document was previously approved by the senate but was coming back to them to address a particular section that the CSU auditors brought to their attention on page two and which also opened up the opportunity to make a few other revisions
- c. She gave the explanation that the ASI Executive Director does not just report annually, as the auditors thought, but on an as needed basis, so the annual report that they were looking for would not exist and therefore, they removed that from the preliminary list of observations. She noted that the language was adjusted to reflect those details so that this concern would not arise during a future policy compliance audit.
- d. She added that the rest of the changes were made by the committee to clarify and strengthen the policy
- e. Greg made a motion to approve the recommendation from the Rules and Policies Committee of the revisions to the Risk Management Policy, seconded by Reeza
- f. There was no discussion, Diana called the vote: 14/0/0, motion passed

III. DISCUSSION ITEM

A. 2016-17 Budget Deliberations for Annually Budgeted Groups (attachment)

1. President and Treasurer's Recommendation

a. ASI Reserves Allocation

i. Chonlwan explained that the handout with the blue headings was the same figures with the exception of the changes to the recommended allocations to reflect the corrected amount of the total allocation of \$240,150 and she noted that the percentage breakdown was also adjusted:

• Prior Years Reserve I (PY I)	22%	\$ 52,048.00
• Prior Years Reserve II (PY II)	34%	\$ 82,411.00
• Prior Years Reserve III (PY III)	0%	-0-
• Reserve IV-New Programs & Augmentations (NP&A)	21%	\$ 50,440.00
• Reserve V-The Green Initiative Fund (TGIF)	23%	\$ 55,251.00

ii. She added that both the annually budgeted group allocations and the reserve allocations would be action items at the next senate meeting

iii. A brief discussion took place regarding the rationale to increase the percentage to PYII was so that the total was brought closer to PYI as any expenditure from either of those reserves would be a large amount, Chonlwan noted that their formula was to create the

desired amounts first and then determine the percentage that resulted-therefore the goal was to make PYI and PYII the same total, the purpose of PYI and PYII was explained and acknowledgment for having healthy reserves in case of needs for two facilities was given

Diana adjourned regular open session at 4:00pm to move to Executive Session

Diana resumed regular open session at 5:06pm and gave a report of Executive Session

#### IV. EXECUTIVE SESSION

##### A. Action Item

1. The title change for the HR Manager position was approved
  - a. Motion made by Julian, seconded by Bryce – Vote: 13/0/0

##### B. Discussion Items

1. The update on Social Security participation and tax matters was discussed with M. Bookman and D. Porter - time specific at 4:10pm
2. The job description for the Executive Director was discussed
3. The job description for the Associate Executive Director was discussed
4. The staffing for the Administration office was discussed

Julian made a motion to extend the meeting until business was completed, seconded by Reeza

Diana called the vote: 13/0/0, motion passed

5. The implementation timeline for the LT recommendations was discussed
6. Personnel matters related to ASI and BSC budgets were discussed

#### V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, April 28, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:19 was adjourned at 5:07pm

#### 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