



# ASI Senate Meeting

## Minutes

2015- 2016:23 Thursday, May 19, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:23 to order at 3:02pm

#### 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 – **Excused Tardy**  
Karen Romero, Senator-At-Large (MCC) – **Excused Tardy**  
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 to approve

#### D. Agenda Changes

1. Cora added Executive Session Discussion Item 2. Revised Non-Discrimination Policy and moved the prior Discussion Item 2. Personnel Matters Related to ASI and BSC Budgets down to item 3
2. Joshua made a motion to approve the agenda as amended, seconded by Bryce
3. Diana called the vote: 11/0/0, motion passed

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

|                                     |                  |
|-------------------------------------|------------------|
| 1. ASI Total Revenue                | \$ 11,877,521.00 |
| 2. ASI Total Expenses               | \$ 7,544,636.00  |
| 3. Total Investments                | \$ 12,528,488.00 |
| ASI-Local Agency Investment Fund    | \$ 4,478,823.00  |
| BSC-Local Agency Investment Fund    | \$ 8,049,665.00  |
| 4. ASI – NP & A Account Balance     | \$ 108,121.00    |
| 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. Powell Velasco | 3. Carol Lee    |
| 2. Barny Peake    | 4. Krista Smith |

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

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. ASI Graduation Celebration
  - b. LEED into Green & Gold Celebration for the BRIC
  - c. Ongoing Searches
  - d. 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 – no report
8. Attorney General – David Lee \*(attachment)
  - a. Rules and Policies
  - b. ASI By-laws
  - c. Council By-laws
9. Treasurer – Chonlawan Khaothiemsang – no report
10. President – Julian Herrera – no report
11. Vice President – Diana Ascencio – no report
12. Senate Reports
  - a. Brandon Whalen, ENV Senator \*(attachment)
    - i. ENV Council
    - ii. Projects
    - iii. ASI Elections

H. Open Forum

1. There were no speakers

## II. DISCUSSION ITEMS

### A. Recommendation from the Facilities and Operations Committee

#### 1. Funding Request: Ursa Major Project (attachment)

- a. Barny stated that the Facilities and Operations Committee had already had a discussion on this topic before bringing it to the senate and explained that this request represented some capital improvement projects that were being proposed for Ursa Major which included updating, repairing and replacing some of the technology for the lighting, sound and the projector
- b. He stated that the total request was \$173,000 and they were considering two potential funding sources which included the Dormitory Building Maintenance Equipment Reserve (DBMER) and the On-Campus Reserve and he added that the balances for both accounts were noted on page two of the attachment. He stated that they were working with the university regarding if the DBMER would be an appropriate funding source to use and if not then they would use the On-Campus Reserve.
- c. He gave specific details on the lighting components that were given in the attachment and totaled \$84,000 of the request. They included replacing the dimmer racks for the suite, replacing and increasing the stage lighting, installing a new lighting board and replacing the house lights with LED lights.
- d. He gave specific details on the sound system components that were outlined in the attachment and totaled \$73,000 of the request. They included sound improvements by adding an installed speaker array system in front of the stage for bigger events in order to reduce setup and tear down time and enhance the quality of sound.
- e. He gave the specific details on the upgrade of the 8,000 lumen (brightness) of the existing projector to a 16,000 lumen one that would allow the brightness and HD quality to support the events in the room. This upgrade was included in the \$73,000 figure referenced for the sound additions.
- f. Barny concluded that they had quotes for the equipment and the labor and the work would probably take place over the summer so that the improvements would be available in the fall
- g. A question and answer session took place

### B. 2016-17 Budget Deliberations for Annually Budgeted Groups

#### 1. Financial Guidelines and Stipulations (attachment)

- a. Chonlawan outlined the changes to the document based on the attachment that was in the packet
  - i. Opening paragraph - added contact information for questions
  - ii. General Guidelines, 1., item c, d and e added due to the Public Relations and Hospitality Policy and fundraisers
  - iii. Under the new item j. athletics was crossed out because we will no longer be funding athletic scholarships
  - iv. An asterisk was added that referenced items that could be funded by the agency account
  - v. Item 3, 4 and 5 all referenced details regarding travel forms, international travel and disbursements being submitted no later than

- ten days after return from travel – all of which were current practices but not included in the guidelines
- vi. Item 9 had a sentence added that specified forms must be submitted prior to the travel
  - vii. Item 17 addressed some of the concerns regarding co-funding between the ASI and BSC budgets and the new approval process
  - viii. Council Guidelines, item 18. – added organizations to the language and made edits to the timeline of councils receiving their funding
  - ix. Item 19 substituted Budget Transfer Form to replace the form called Disbursement Request
  - x. Item 20 added the word organizations and changed the presentations to being conducted by ASI Financial Services with Student Government removed from the last sentence
  - xi. Item 22 and 23 explained a new workshop that would be implemented next year
  - xii. Discussion took place
  - xiii. Item 24 had the last line removed
  - xiv. Item 25 referenced the 20% fundraising requirement by each March
  - xv. Item 29 addressed the process of events and financing over the summer months
  - xvi. Discussion took place regarding options for the timeline in item 29
  - xvii. Item 32 gave details regarding funding requests from The Green Initiative Fund (TGIF)
  - xviii. In item 32, the word “activity” was to be removed from both items a and c which linked to an edit that would be brought to the senate next week to remove the word activity from Reserve V in the Reserve Policy. She noted that there would be a supporting memo from Brandon with the rationale.

C. Recommendations from the Rules and Policies Committee

1. Cash Handling Policy and Procedures (attachment)

- a. David explained that the only change that was added was on page six and was called *Depositing Funds with the Bank*. He stated that this provided the procedures for deposits regarding cash handling.
- b. Brandon noted that it had been proposed by Chonlwan to strike the words on the second line that read: “at a minimum”
- c. A brief discussion took place regarding the status of background checks for cash handling for volunteers and that no guidance had been provided by the Chancellor’s office on this topic yet

2. Policy of Activities and Programs Involving Minors (attachment)

- a. Krista reviewed that last spring, the senate had approved a policy for the activities and programs involving minors and now, after workshops, meetings and consultations with experts it was determined that they needed to enhance the scope of coverage included in the policy
- b. She presented the changes to the policy which included the addition of the words “and facility usage” in the title and the scope of coverage, clarification

- that it did include ASI student leaders in the scope and also the reference to any potential interaction with minors
- c. She stated that the additional document that was going to support this policy was the *ASI Code of Conduct Involving Minor Participants* which they were currently working on with Cora and, with her approval and the approval of this policy, both documents would be put into place as soon as possible
  - d. Krista finished reviewing that the scope included the addition of indirect contact, facility usage, in addition to activities and programs, examples of co-sponsored events and uncontrolled public facility access
  - e. She reviewed the balance of changes that included differences within the Children's Center, the scope for university departments, affiliates and off-campus groups, background checks and training, investigations, communication with minors, a waiver, photography, supervision ratios and the conduct of both participants and staff
  - f. She concluded that they had been working with an organization affiliated with CSURMA, our risk management group through the CSU and auxiliary Organizations, to create a safe environment to operate in with programs and services
  - g. A question and answer session took place

### III. INFORMATION ITEM

#### A. ASI Honorary Lifetime Membership

1. Diana read the following sections aloud from Article III-Membership in the ASI By- Laws
  - a. Section II – Honorary Life Members
  - b. Section III – Nomination of ASI Honorary Life Members
2. Cora stated that there were specific guidelines in place and Vicki verified that they were located in the SAN along with the nomination form and a list of all prior individuals that had been awarded the membership
3. Diana stated that she would be accepting all nominations until she identified the deadline

Diana adjourned regular open session at 4:12pm to move to Executive Session

Diana resumed regular open session at 4:50pm and gave a report of Executive Session

### IV. EXECUTIVE SESSION

#### A. Action Items

1. The ASI participation in Social Security was approved with two resolutions
  - a. Motion made by Bryce, seconded by Greg – Vote: 14/0/0
2. The revised job description for the Executive Director was approved
  - a. Motion made by Bryce, seconded by Greg – Vote: 13/0/0
3. The revised job description for the Associate Executive Director was approved
  - a. Motion made by Bryce, seconded by Greg – Vote: 13/0/0
4. The job description for the Facility Operations Coordinator was approved
  - a. Motion made by Aden, seconded by Bryce – Vote: 13/0/0
5. The staffing for the Administration Office was approved
  - a. Motion made by Julian, seconded by Tammy – Vote: 13/0/0

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B. Discussion Items

1. The revised Anti-Harassment Policy was discussed
2. The revised Non-Discrimination Policy was discussed
3. Personnel matters related to ASI and BSC budgets were discussed

C. Information Items

1. The revised job description for the Associate Director for Facilities was discussed
2. The appointment of Bladimir Martinez, Nonstudent Sports Club Supervisor was discussed

**V. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, May 26, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:23 was adjourned at 4:51pm

**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