



ASI Senate Meeting

Minutes

2015- 2016:24 Thursday, May 26, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:24 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) – **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. The senate meeting minutes from the May 5, 2016 meeting were approved by the chair as written

D. Agenda Changes

1. Cora postponed, or struck, Executive Session Action Item 1. Revised Anti-Harassment Policy and Action Item 2. Updated Non-Discrimination Policy until the June 2nd senate meeting
2. Diana approved the agenda as amended

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

1. ASI Total Revenue	\$ 11,905,944.00
2. ASI Total Expenses	\$ 7,571,060.00
3. Total Investments	\$ 12,278,488.00
ASI-Local Agency Investment Fund	\$ 4,478,823.00
BSC-Local Agency Investment Fund	\$ 7,799,665.00
4. ASI – NP & A Account Balance	\$ 105,621.00
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

10. Chonlawan stated that the mid-year budget requests for the Student Government augmentations for NCLC, Intercouncil Banquet and Bronco Olympics will be revisited to allow any excess to be repossessed as changes to these budgets had taken place

F. Introduction of Guests

- | | |
|-------------------|-----------------|
| 1. Powell Velasco | 4. Carol Lee |
| 2. Craig Shibley | 5. Krista Smith |
| 3. Barny Peake | |

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

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. BRIC Membership Rates
 - b. Human Resources Updates
 - c. Ongoing Searches
 - d. Children's Center Updates
 - e. 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. – no report
7. Senator Pro Tempore *(attachment)
 - a. Facilities and Operations Committee Meeting
 - b. ASI Elections Code
 - c. ASI Senate Bills Procedure Document
8. Attorney General – David Lee *(attachment)
 - a. Rules and Policies
 - b. ASI 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
- b. Joshua Ebner, CLASS Senator *(attachment)
 - i. Council Meeting
 - ii. CLASS Council Banquet

H. Open Forum

1. Brandon Whalen – announced that this morning he attended the Los Angeles County Metropolitan Transportation Authority Board meeting which had an item on the agenda called the Universal College Student Transit Pass, or also known as the U-Pass. He explained that it was a two year county-wide pilot program to encourage college administrations, that included community colleges, CSUs and UCs, to adopt this program. He stated that even though it won't affect Cal Poly Pomona, it did pass unanimously. He added that he had an opportunity to speak along with other students, found it very interesting and gave a few more details about the experience and noted that things were moving forward with alternative modes of transportation.
2. Joshua Ebner – stated that he was working on a survey for CLASS and he asked that anyone interested in taking it or helping him distribute it would be appreciated. He added that he would send it out via email.
3. Cora M. Culla – reminded everyone to read about the construction projects on the Cal Poly website because the fencing for Lot C would start going up on Monday, June 13th, as the campus prepared for the construction of the student services building.

II. ACTION ITEMS

- A. Recommendation from the Facilities and Operations Committee
 1. Funding Request: Ursa Major Project (attachment)
 - a. Aden made a motion to approve the funding request for the Ursa Major project, seconded by Joshua
 - b. Discussion ensued that included the request would be made to access the DBMER fund first and then the BSC on-campus reserve- if it was not approved by the university, the future scope of improvement plans for other rooms like England Evans, Andromeda, Orion and Ursa Minor were to be more integrated with technology for meetings and events, the quote of \$173,000 was accurate and the motion should include a not to exceed amount
 - c. Joshua made a friendly amendment to the motion to add "for the amount of \$173,000 and not to exceed that amount"
 - d. Aden accepted the friendly amendment to his motion
 - e. Diana called the vote: 13/0/0, motion passed
- B. 2016-17 Budget Deliberations for Annually Budgeted Groups
 1. Financial Guidelines and Stipulations (attachment)
 - a. Chonlawan passed out a new attachment in a final, unmarked format and directed everyone to #20 where the last five words were struck
 - b. Cora suggested that #1.j. include a reference to the Student Opportunities Initiative to establish a reference as to why athletics was being phased out of this stipulation – and she could quickly provide that after the meeting

- c. Discussion took place that included in #17 that the Treasurer's approval would come before the activity so there was time for the senate to stop the activity if they chose to do so, the BEAT scholarships which totaled \$11,200 were being relined in the BSC budget after the approval of this document and Alfredo was aware of it and Carol and Ivonne were preparing an adjusted BSC budget with that amount removed from the scholarship line and placed into excess, after discussion at the last meeting #29 was rephrased to have budget requests for events that occur in July-September submitted during the next Fall Quarter and the request must reflect the approved allocation from the council, in #29 the replacement of the word dispersed with disbursed, and the correction to the numbering for the missing #30
- d. Joshua made a motion to approve the 2016-17 Financial Guidelines and Stipulations as amended, seconded by Aden
- e. Discussion continued which included adding an "s" to the word "request" in #32, further non-substantive changes could be submitted to David, in #29 the word "following" should be added to indicate which Fall Quarter was being referenced and in #32 the word "activities" had been removed and there was a memo written by Brandon in support of this change in the packet
- f. Brandon explained that the memo was intended to be a resource for the next year's Treasurer and Secretary of Sustainability as it reflected different concerns and options that had been discussed. He noted that the Sustainability Committee was in support of the recommendation in #32 but would also like to suggest that next year's committee focus on the guidelines for what defines a sustainable event or project.
- g. Cora confirmed that the intent in #29 was if any student organization had events that happened over the summer, July to September, we were allowing them to be reimbursed and so we were trying to make an exception with this stipulation
- h. Diana called the vote: 13/0/0, motion passed
- i. Greg made a motion to send the 2016-17 ASI Budget to the university for approval, seconded by Reeza
- j. Discussion took place regarding the details of how #29 would work in respect to accessing funds ahead of time and not just in the following Fall Quarter. The pros and cons of different timelines for requests was discussed in detail.
- k. Cora pointed out that the senate just took a vote on the amended Financial Guidelines and Stipulations and yet were now discussing it out of order, so she suggested that a motion could be made to reconsider the prior vote on the Financial Guidelines before the senate proceeded with any additional discussion regarding amendments
- l. Aden made a motion to reconsider the senate's prior vote on the 2016-17 Financial Guidelines and Stipulations, seconded by Bryce
- m. Discussion took place to point out that there was already a motion on the floor to approve the ASI budget from Greg and seconded by Reeza so another motion could not be accepted for consideration until a vote had been taken
- n. Diana called the vote on Greg's motion: 1/12/0, motion failed
- o. Aden made a motion to reconsider the senate's prior vote on the 2016-17

Financial Guidelines and Stipulations, seconded by Greg

- p. Extensive discussion took place regarding stipulation #29 and the timing of current practices and other options for funding events that occur from July to September
- q. Chonlawan suggested language to amend #29
- r. Diana called the vote on the motion to reconsider the vote: 12/0/1, motion passed
- s. Further discussion took place
- t. Aden made a motion to amend the 2016-17 Financial Guidelines and Stipulations, #29, to change the word "must" to "may" after "September"
- u. Diana questioned whether there needed to be a main motion for approval of the document on the floor before there was an amendment. An affirmative answer led to Aden's amendment not being seconded and therefore failing.
- v. Aden made a motion to approve the 2016-17 Financial Guidelines and Stipulations, seconded by Julian
- w. Aden made a motion to amend the 2016-17 Financial Guidelines and Stipulations, #29, to change the word "must" to "may" after "September"
- x. Discussion took place on the portion of #29 that Aden was leaving out of his motion: "occurring during the regular academic year"
- y. Aden said he agreed with the point that Chonlawan was questioning
- z. Chonlawan restated the proposed wording for #29 as: "All mid-year budget request must be submitted for review and acceptance by the ASI Treasurer before the event occurs. Mid-year budget requests for events that occur between July-September may be submitted during the following Fall quarter, on a reimbursement basis."
- aa. Aden said he agreed with the new wording to his amendment of #29
- bb. Julian seconded Aden's motion
- cc. There was no further discussion, Diana called the vote on the amendment: 13/0/0, motion passed
- dd. There was no discussion, Diana called the vote on the main motion: 13/0/0, motion passed to approve the 2016-17 Financial Guidelines and Stipulations with the amendment to #29
- ee. Greg made a motion to approve the 2016-17 ASI Annual Budget as a recommendation to the university with projections for 2017-18 and 2018-19, seconded by Aden
- ff. There was no discussion, Diana called the vote: 13/0/0, motion passed

C. Recommendations from the Rules and Policies Committee

1. Cash Handling Policy and Procedures

- a. David reviewed that they had added a section called *Depositing Funds with the Bank* on page six and per the discussion at the last meeting the words "at a minimum" had been removed and he read the revised section aloud
- b. Julian made a motion to approve the Cash Handling Policy and Procedures, seconded by Greg
- c. There was a brief question to verify the change as discussed last week
- d. Diana called the vote: 13/0/0, motion passed

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

- a. Krista stated that there were no significant changes to the document since the discussion last week with the exception, at the senate's recommendation, of removing the clarification within the purpose which defined Student Government representatives as being included within the volunteer language
- b. She noted that she had followed up on the question regarding EO 1083 and confirmed that only employees were mandated reporters and so her recommendation stood to strike this from the document
- c. Julian made a motion to approve the Policy for Activities, Programs and Facility Usage Involving Minors, seconded by Reeza
- d. There was a brief question to verify when this document would be available online
- e. Diana called the vote: 13/0/0, motion passed

III. DISCUSSION ITEMS

A. Recommendations from the Rules and Policies Committee

1. Lobby Corps Committee Code (attachment)

- a. David explained that the Rules and Policies Committee drafted this document to create the foundation for the Lobby Corps Committee
- b. He stated that they used language from the ASI By-Laws and created specific roles and duties for the members
- c. He read aloud from the specific duties and added that the balance of the language was standard for a committee code
- d. Discussion took place that suggested adding "CSU" in parentheses after the proper name of "California State University" in the purpose section

2. Protocol for Senate Bills and Resolutions (attachment)

- a. David explained that the main change that was made to this document was to include references to the upcoming *ASI Senate Bill Guidelines and Procedures* and *ASI Senate Resolution Guidelines and Procedures* documents
- b. He noted that the Rules and Policies Committee was currently reviewing the two upcoming documents
- c. He added that a few other changes to this protocol were to make some of the areas within the Format section optional, such as the background section which was now noted as "if applicable" and also the legal basis
- d. He concluded that there were also some non-substantive changes made
- e. A brief discussion took place that included the suggestions to spell out the full name for ASI in the background section before referencing the acronym and in section II. a. 1. And b.1.add after "Attorney General" in the first sentence "once approved by the senate"

B. ASI Honorary Lifetime Membership

1. Diana read aloud the names of the nominees for the ASI Honorary Lifetime Membership:

- a. Brandon Whalen
- b. Bryce von Helms

- c. Chonlawan Khaothiemsang
- d. Diana Ascencio
- e. Greg Kommel
- f. Julian Herrera
- g. Nyla Simjee
- h. Joshua Ebiner
- i. Krista Smith

2. She stated that all of the nominations were in the folder on the SAN and asked that everyone please review the applications and come prepared to vote on awarding this membership at the next meeting as it would be an action item
3. She clarified that the voting would be done individually and that nominations were now closed as of today

Diana adjourned regular open session at 4:25pm to move to Executive Session

Diana resumed regular open session at 4:27pm and gave a report of Executive Session

IV. EXECUTIVE SESSION

A. Discussion Item

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

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, June 2, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:24 was adjourned at 4:27pm

MINUTES SUBMITTED TO:

Diana Ascencio, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2015-2016: _____

Vicki Jackson, Student Government Coordinator

Date