



ASI Executive Committee Meeting

Minutes

2015-2016:1 Friday, June 10, 2016, 12:00PM-2:00PM, BSC, 2nd Floor, Orion AB

I. PRELIMINARIES

- A. Call to Order
 - 1. Chair Diana Ascencio called the ASI Executive Committee meeting 2015-16:1 to order at 12:02pm
- B. Quorum Check
 - 1. Voting Members:
 - Diana Ascencio, Vice President, Chair
 - Julian Herrera, President
 - Joshua Ebner, CLASS Senator – **Excused Absent**
 - Bryce von Helms, Agriculture Senator
 - Aden Tessman, Senator-at-Large, Greek
 - Brandon Whalen, ENV Senator
 - Karen Romero, Senator-at-Large, MCC
 - Bianca Pescina, Senator-at-Large, SIC
 - 2. Advisors
 - Dr. Byron Howlett, ASI Advisor – **Sub: Dr. Susan Ashe**
 - Cora M. Culla, ASI Executive Director – **Excused Tardy**
 - 3. Non-voting Liaisons:
 - David Lee, Attorney General
 - Chonlawan Khaothiemsang, Treasurer
- C. Approval of Minutes
 - 1. The senate meeting minutes from the May 19, 2016 and May 26, 2016 meetings were approved by the chair as written
- D. Agenda Changes
 - 1. Diana changed the location of the meeting on the agenda from Orion AB to England Evans
 - 2. Diana added Discussion Item A. ASI By-Laws
 - 3. The agenda was approved by the chair as amended
- E. Introduction of Guests
 - 1. There were no guests
- F. Open Forum
 - 1. There were no speakers

II. ACTION ITEMS

- A. Recommendation from the Rules and Policies Committee
 - 1. ASI Sustainability Code
 - a. David explained that the main change to this code was to specify a vice chair within the composition of the committee

- b. Brandon made a motion to approve the ASI Sustainability Code as a recommendation from the Rules and Policies Committee, seconded by Bryce
 - c. There was no discussion, Diana called the vote: 7/0/0, motion passed
2. ASI Senate Resolution Guidelines and Procedures
 - a. David explained that this document was drafted by Brandon to create a guideline for ASI student leaders regarding the step by step process for senate resolutions
 - b. Brandon made a motion to approve the ASI Senate Resolution Guidelines & Procedures as a recommendation from the Rules and Policies Committee, seconded by Julian
 - c. There was no discussion, Diana called the vote: 7/0/0, motion passed
3. Change Fund Policy (attachment)
 - a. David explained that the Change Fund Policy, as well as the Petty Cash Policy and the Procurement Cards Policy were presented by Financial Services and that they were all new documents that were created in reference to the Integrated California State University Administrative Manual so that ASI would be completely compliant with the manual
 - b. Julian made a motion to approve the Change Fund Policy, seconded by Aden
 - c. There was no discussion, Diana called the vote: 7/0/0, motion passed
4. Petty Cash Policy (attachment)
 - a. David explained that the Petty Cash Policy described the responsibilities and procedures for when the ASI credit card may not be utilized
 - b. A brief discussion took place giving examples of situations that could arise, when this policy would apply and to adjust references to his/hers
 - c. Brandon made a motion to approve the Petty Cash Policy as a recommendation from the Rules and Policies Committee, seconded by Aden
 - d. Brandon made a motion to amend the second paragraph to replace “his/her” with “or designee”, seconded by Bianca
 - e. Susan commented that either the word their or designee was fine
 - f. There was no further discussion, Diana called the vote: 7/0/0, motion passed
 - g. There was no discussion, Diana called the vote on the main motion as amended: 7/0/0, motion passed
5. Procurement Cards Policy (attachment)
 - a. David referenced his previous statement that this policy used language from the Integrated California State University Administrative Manual and described the use of procurement cards, the responsibilities of those that hold them, the approvers and the general program requirements
 - b. He added that the purpose was to streamline the process for small dollar orders and produce invoices and payments
 - c. Brandon made a motion to approve the Procurement Cards Policy as a recommendation from the Rules and Policies Committee, seconded by Julian
 - d. Brandon made a motion to amend page 3, 1st and 2nd bullet points to delete “his/her” and replace with “designee” and page 4, 2nd paragraph to delete “his/her” and replace it with “their” and “his/her duty” with “their duty”, and in the last sentence of the last paragraph, to delete “his or her own interest to

- conflict” with “their own interest”, seconded by Julian
 - e. There was a brief discussion, Diana called the vote: 0/7/0, motion failed
 - f. Julian made a motion to amend all references to “his or her” and change them to gender inclusive language, seconded by Aden
 - g. There was no further discussion, Diana called the vote: 7/0/0, motion passed
 - h. There was no further discussion, Diana called the vote on the main motion as amended: 7/0/0, motion passed
6. ASI Senate Bill Guidelines and Procedures (attachment)
- a. David explained that this document, like the Senate Resolution Guidelines and Procedures, provided the guidelines to ASI student leaders for senate bills
 - b. Julian made a motion to approve the ASI Senate Bill Guidelines and Procedures, seconded by Bryce
 - c. A brief discussion took place regarding edits needed for inconsistencies in both punctuation and capitalization
 - d. Brandon made a motion to amend the non-substantive formatting changes, seconded by Bryce
 - e. There was no further discussion, Diana called the vote: 7/0/0, motion passed
 - f. There was no further discussion, Diana called the vote on the main motion as amended: 7/0/0, motion passed
7. ASI Elections Code (attachment)
- a. David stated that members of the ASI Rules and Policies Committee felt that the Elections Code required review, so they decided to create a new elections code rather than make amendments that would be more up to date than the current code
 - b. Diana stated that the purpose of this topic being on the agenda was so it could be discussed and additional feedback shared
 - c. David placed a list of proposed changes and ideas that were discussed at the Rules and Policies Committee in June on the screen for reference and reviewed them
 - d. An extensive discussion took place that included issues that had been identified, that some preliminary election guidelines and practices from other CSU campuses had been gathered into a binder, the list of suggestions on the overhead represented a very rough draft of ideas and thoughts that the committee discussed and wanted to consider possibly improving, the importance of collecting a lot of feedback and how does the process for the appointed and elected positions need to represent ASI and their mission to get students involved
 - e. Cora commented that this was not something that could be accomplished between now and June 30th and that it could be a focus for Uriah and Gabriel. She suggested that they could create an ad hoc committee with members from various areas of campus to complete the research. She added that in order to have a code ready for next spring, the work would have to start early and the Rules and Policies Committee may need the assistance of an ad hoc committee to do the necessary research, which was within the scope of the ASI President to create.
 - f. Further discussion took place that included that David had saved the list of ideas on the server in the 2015-16 Rules and Policies Committee folder where

- everyone would have access to it
- g. Julian made a motion to table the ASI Elections Code, seconded by Brandon
- h. Further discussion took place regarding the options
- i. Julian made a motion to amend his motion to send the Elections Code to the Rules and Policies Committee, seconded by Aden
- j. There was no discussion, Diana called the vote: 7/0/0, motion passed
- k. There was no discussion, Diana called the vote on the main motion as amended: 7/0/0, motion passed

B. Recommendation from the Finance Committee

1. Reserves Policy (attached)
 - a. Chonlwan explained that the main change to the policy was to remove activities from the area on page 3, item 4, regarding Reserve V, The Green Initiative Fund (TGIF), to match the ASI Financial Guidelines and Stipulations
 - b. She added that the introductory paragraph would also change to reflect that, once approved, this bill would now supersede Senate Bill 2014-15:01 and the second sentence would now have The Green Initiative Fund added into the list of accounts
 - c. Bryce made a motion to approve the ASI Reserves Policy as a recommendation from the Finance Committee, seconded by Julian
 - d. A brief discussion took place regarding a new bill number and authors
 - e. Julian made a motion to amend the document to include the procedural steps that the ASI Attorney General would perform, seconded by Aden
 - f. There was no discussion, Diana called the vote: 7/0/0, motion passed
 - g. There was no discussion, Diana called the vote on the main motion as amended: 7/0/0, motion passed

III. DISCUSSION ITEM

A. ASI By-Laws

1. Cora stated that Joyce Xiong, Director of Internal Audit at CPP, had a meeting with her to discuss why the ASI Audit Committee was not listed as a recommending body to the ASI Senate in the ASI By-Laws
2. Cora noted that she then researched the original documents from 2005, when the Audit Committee was formed, and she gave a brief history on the formation, referenced California Senate Bill 1262, explained that there was one audit committee, which currently included the Foundation as the other auxiliary organization on campus, and she reviewed the composition and the charge of the committee
3. She added that state Assembly Bill 1233 was later approved and incorporated clear directions regarding how students who vote on the senate would be able to vote on the committee level
4. She stated that she had consulted Mark Bookman, ASI legal counsel, to raise some preliminary questions and his initial thought was that this could be a substantive change to the ASI By-Laws, which she had explained to Joyce would require a referendum and ample time for research and preparation
5. Cora noted that first it would need to be resolved if the Audit Committee was an ASI committee or a university committee. She added that if it was determined to be an ASI committee, then if it was a recommending body to the senate would also need to be assessed, as well as the composition of the voting members. She reviewed the current voting members of the committee.

6. She recommended that they work with the next administration, Uriah and Gabriel, to determine if a referendum would be required
7. Vicki reviewed that the current process for appointment of the student representative on the Audit Committee was done by Paul Story from one of the three students who were serving on the Foundation Board of Directors that fiscal year, as opposed to being appointed by the ASI President, as was the usual process for student representation
8. A brief discussion took place that included the normal composition for a committee that served as a recommending body to the senate
9. Cora stated that she would continue to seek Mark Bookman's guidance on this matter before responding to the university or approaching the Foundation and wanted to note that her goal today was to bring this matter to the attention of the senate, or in this case the ASI Executive Committee

IV. ADJOURNMENT

- A. The next ASI Executive Committee meeting – to be determined
- B. Diana stated that ASI Executive Committee meeting 2015-16:1 was adjourned at 1:32pm

MINUTES SUBMITTED TO:

Diana Ascencio, Chair of the ASI Executive Committee
By Gabriel Smith, Chair of the 2016-17 Senate

Date

MINUTES APPROVED AT SENATE 2016-17: _____

Vicki Jackson, Student Government Coordinator

Date