



ASI Senate Meeting

Minutes

2016- 2017:8 Thursday, October 27, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Gabriel Smith called Senate 2016-2017:8 to order at 3:01pm

B. Quorum Check

1. Voting Members:

Gabriel Smith, Vice President, Chair
Uriah Sanders, President
Joshua Klockmann, Agriculture Senator
Danielle Camarella, Business Senator
Gabi Sedano, CEIS Senator
Steven Zhang, CLASS Senator
Leslie Simoni, CCHM Senator
Shree Ravichandran, ENV Senator
Maha Shah, Engineering Senator
Carlos Gomez, Science Senator
Karen Romero, Senator-At-Large (MCC)
Kayla Barbosa, Senator-At-Large (SIC)
Vacant, Senator-At-Large (Greek)
Michael Burckhardt, Senator-At-Large (IHC)

2. Advisors:

Dr. Byron Howlett Jr., Advisor
Cora M. Culla, Executive Director

3. Non-voting Liaisons:

Samuel Smith, Attorney General – **Unexcused Absent**
Karen Tu, Treasurer - **Unexcused Tardy**
Vacant, Academic Senate Rep.
Christina Moreno-Donato, Staff Council Rep.
Andrea DeCoudres, Alumni Association Rep. - **Excused Absent**
Jenny Heimstead, Bronco Athletics Association Rep.

C. Approval of Minutes

1. There were no minutes to approve

D. Agenda Changes

1. Cora added a. Outreach to CalPERS and b. Draft Policy and Temporary Upgrade Pay under Executive Session Discussion Item 3. Update on Response to CalPERS Audit
2. Cora also added c. Recommendation on Composition of Search Committee under Executive Session Discussion Item 1. Search for ASI Executive Director
3. Cora also added Discussion Item C. Revision of Procurement Policy in open session

4. Carlos made a motion to approve the agenda as amended, seconded by Karen R.
5. Gabriel called the vote: 12/1/0, motion carried

E. Financial Status – Given by Karen Tu

1. ASI Total Revenue	\$ 12,305,680.00
2. ASI Total Expenses	\$ 1,937,190.00
3. Total Investments	\$ 20,768,507.00
ASI-Local Agency Investment Fund	\$ 4,440,288.00
BSC-Local Agency Investment Fund	\$16,328,220.00
4. ASI – NP & A Account Balance	\$ 306,352.00
5. The Green Initiative Fund (TGIF)	\$ 100,098.00
6. ASI Prior Year's I Reserves	\$ 279,752.00
7. ASI Prior Year's II Reserves	\$ 265,168.00
8. ASI Prior Year's III Reserves	\$ 472,117.00
9. BSC On-Campus Reserves	\$ 4,319,052.00

F. Introduction of Guests

- | | |
|---------------------|----------------------|
| 1. Megan Stang | 9. Farris Hamza |
| 2. Chris Chisler | 10. Shelbi Long |
| 3. Jason Shaw | 11. Krista Smith |
| 4. Marco Martinez | 12. Sharon Rocacorba |
| 5. Sara Gamez | 13. Carol Lee |
| 6. Elsa Avila | 14. Cathy Neale |
| 7. Soila Rodriguez | 15. Walter Marquez |
| 8. Jonathan Vazquez | |

G. Reports

1. ASI Executive Director – Cora M. Culla (attachment)
 - a. New Hires in ASI
 - b. ASI Open Searches
 - c. BSC Updates
 - d. Children's Center Updates
 - e. Campus Recreation Updates
2. ASI Advisor –Dr. Byron Howlett Jr.
 - a. He stated that he and Cora were recently made aware of a MOU signed by Secretary of State, Alex Padilla, Chancellor White and the CSSA Executive Director regarding a campaign to get out the vote. He explained the details of how this would impact university campuses in the CSU system.
3. Academic Senate Rep. – Vacant
4. Staff Council Rep. – Christina Moreno-Donato (attachment)
 - a. Donations for the Rose Float Club (See flyer and list attached)
 - b. Rose Float Club Event
5. Alumni Rep. – Andrea DeCoudres – no report
6. Athletics Rep. – Jenny Heimstead
 - a. She stated that the Fall Quarter sports, men's and women's soccer, women's

volleyball and cross-country were winding down and she gave the details of the championships that they were moving into next week.

b. She added that basketball would be starting up in mid to late November

7. Senator Pro Tempore – Carlos Gomez (attachment)

a. “Why not the BSC?”

8. Attorney General – Samuel Smith – no report

9. Treasurer – Karen Tu (attachment)

a. Finance Committee Update

10. President – Uriah Sanders

a. He stated that he had appointed ten of the senators to an Academic Working Group and to please respond to the meeting Doodle that Vicki had sent out by noon tomorrow

11. Vice President – Gabriel Smith (attachment)

a. He stated that most of his report would be covered in the discussion items

12. Senate Reports

a. Carlos Gomez, ASI Science Senator (attachment)

i. Science Council Pumpkin Carving

ii. College of Science Open House

b. Joshua Klockmann, ASI Agriculture Senator (attachment)

i. Ag Council General Meeting, Tuesday October 19, 5-7pm

ii. Ag Council Halloween Event, Tuesday October 25, U-Hour

iii. Upcoming Events

c. Karen Romero, ASI Senator-at-Large, MCC (attachment)

i. Quarterly Programs

ii. Meetings

iii. Budget Season

d. Leslie Simoni, ASI CCHM Senator (attachment)

i. HMC’s Third General Meeting

ii. Trick or Treat at Collins

e. Michael Burckhardt, ASI Senator-at-Large, IHC (attachment)

i. IHC Appointment

ii. IHC Retreat

iii. Carnival of Fright

f. Steven Zhang, ASI CLASS Senator (attachment)

i. Pizza with the Dean

H. Special Presentations

1. Campus Housing Update – Time specific at 3:15pm

Presented by Megan Stang, Executive Director, University Housing Services

Walter Marquez, Associate Vice President, Facilities Planning and Mgmt.

Chris Chisler, Associate Vice President, Division of Student Affairs

a. Megan introduced herself, Walter Marquez and Chris Chisler and indicated that they were here to assist her with questions as she gave the presentation on the *Freshman Housing Replacement Project*

- Current Residential Portfolio
- Traditional Halls

- Previous Studies and Planning
 - Site
 - Project Scope
 - Typical Bedrooms
 - Typical Restrooms
 - Next Steps
- b. Megan concluded that the project was slated to open the Fall of 2019 and an additional question and answer session took place

Gabriel moved to Open Forum as the next presentation was time specific at 4:00pm

I. Open Forum

1. Marco Martinez – thanked everyone who helped at the Student Experience event that was held earlier today. He recapped from Kim’s email that they had expected about 100 students, but during the opportunity drawing there were 147 tickets and as not everyone participated in that activity, they were estimating that more than 150 students attended.
2. Cathy Neale – stated that for any requests for information regarding voting, to please refer students to the link for LAVote.net, as anyone in ASI should not be the authority and she answered a number of specific questions. Byron stated that he would be sending out a letter to all students today and would now include this link. Cathy added that their poster would have additional details and the main information to give people was that the BSC was a polling location from 7:00am – 8:00pm on November 8th.
3. Karen Romero – announced that Dia de los Muertos was next Friday, Nov. 4th, put on by OSLCC, ASI and University Housing, so please stop by and support – it will be fun!

Gabriel moved back to Special Presentations at 4:00pm

2. 2015-16 Audited Financial Report for ASI and BSC (attachments)

Presented by Tina Henton, CPA, Vicenti, Lloyd and Stutzman

- a. Tina Henton, as a partner with the firm of Vicenti, Lloyd and Stutzman, gave a brief history on their firm which was contracted to do the independent audit of the ASI financial statements
- b. She gave a brief review of the annual audit that was required by the Chancellor’s office because ASI was an auxiliary of the Cal State system which included the importance of the fact that the auditing firm was independent of ASI and Cal Poly Pomona. She also noted that an audit looks at the items on a sample basis, which gives the assurance that things are fairly represented.
- c. She outlined the area of the report that was exclusively from the auditor, called the Independent Auditor’s Report:
 - i. Their opinion, which indicated that things are fairly stated and in accordance with all generally accepted accounting principals
 - ii. They have given an “unmodified opinion” and that is the best opinion that they can render
- d. Tina recapped the ASI Financial Statement and Supplemental Schedules for

the year ended June 30, 2016:

- i. Statement of Financial Position
 - ii. Statement of Activities
 - iii. Statement of Cash Flows
 - iv. Notes to the Financial Statements – particularly notes 2, 8, 9, and 10
 - v. Supplementary Information
- e. She explained that the BSC report was included in the ASI report as one of the columns that was then pulled out and provided in a separate report which she briefly highlighted
- f. She stated that if there were any questions after the meeting they could reach out to Cora or Carol Lee

II. DISCUSSION ITEMS

A. Update – DREAM Resource Center (attachment)

1. Gabriel stated that within this administration the development and progression towards a DREAM Center was very important and he passed out a copy of senate resolution SR: 2015-16:04 *Resolution in Support of Undocumented Student Success* to everyone
2. Karen Romero, one of the original authors of the resolution, gave highlights as to why she and former Vice President, Diana Ascencio, chose this approach last year
3. Gabriel recapped that on page two of the resolution there were several key points that included making the message known that ASI supports the development of a DREAM Center, AB540 and the relevance to students and the idea of having a coordinator to support students. He noted that a portion of these goals had already been accomplished, creating a focus for this year to define what the DREAM Center at Cal Poly Pomona should be, researching the appropriate space for it and making the development more of a priority now that the infrastructure was in place with the new coordinator.
4. He invited other senators to join the task force that was already in place to work on this important initiative
5. A question and answer session took place regarding the logistics, time commitment, Cal State LA and Long Beach have DREAM Centers on their campuses, this would be modeled after the Veterans Center as a resource center, the definition of an undocumented student, the appropriate name for the center and what area of campus it might fall under
6. Gabriel stated that the goals of the task force this quarter would be to develop a proposal, define and outline what the actual center will encompass, define the name, criteria and resources that would be offered and taking this from an abstract concept and giving it viability to present to all parties involved, including the university
7. A brief discussion period took place

B. Food Insecurity Planning

1. Gabriel gave the floor to Sara Gamez, Associate Director for the Student Support and Equity program, who as the liaison of the Food and Housing Insecurity Committee on Campus, reviewed the background and purpose of the committee that formed in May
2. She noted that through the research study that took place last year, they learned that

it was a broader and system-wide issue and over the summer they conducted a site visit of Cal State San Bernardino to see the small food pantry that they had created and some of their other initiatives

3. She stated that they were partnering with the researchers for the next two years to move forward with the next phase, which was a survey that would be going out to all students this Fall Quarter and she gave additional details on the survey
4. Sara explained that a lot of people were coming forward and offering support and the committee will be evaluating if a food pantry is in the best interest of the campus, as there were a lot of pieces that had to come together like the location, infrastructure to figure out who would oversee the area and how to stock it
5. She stated that they wanted to work closely with ASI and it was also an initiative of the Vice President of Student Affairs to ensure that the campus food insecurity needs were being addressed
6. A brief question and answer session took place

C. Revision of Procurement Policy (attachment)

1. Carol stated that they were bringing forward to the Rules and Policies Committee tomorrow some changes to the current ASI Procurement Policy and she outlined the following three main changes:
 - a. In the past, student groups were not required to take out P.O.s when they made purchases, even though both the Foundation and the university required them to take out a P.O.
 - i. She explained that a P.O. was a purchase order and was considered a binding contract to secure the club's funds for purchases made within ASI – she gave the example of booking a room with C & E
 - ii. This policy will now require groups to utilize a P.O. for transactions within ASI in order to provide ASI with the protection that the funds will be there to pay for the services rendered
 - b. The policy currently stated that a disbursement request (DR) had to be done in order to make a payment
 - i. She explained that if a payment was going to be made to ASI, the university or the Foundation, and the payment amount was within the purchase order amount, then a DR will not have to be created as it would become an unnecessary step
 - ii. Therefore, when the invoice comes in it will just be deducted from the appropriate account, as creating the DR would be inefficient
 - iii. The invoice would be emailed to the ASI department and they would be given three days to review it and then it would be automatically deducted from their account
 - c. The Request for Proposal (RFP) limit of \$50,000 was not currently in line with the CSU's limit of \$100,000 on personal property and services
 - i. She explained that it was not a practical figure as it made it necessary to have to go through a bid process for a standard project like pool maintenance
 - ii. She noted that this change would put us in line with the CSU system maximum amount before having to engage in a public RFP process

- iii. She added that for anything between \$50,000 and \$100,000 there would be the requirement to submit an informal bid to ensure that we were getting the best possible price
 - iv. She stated that IT purchases would be different as the amounts can be higher due to the nature of the equipment and so informal bids were required by the CSU from \$50,000 to \$500,000 – and over the half million amount a formal RFP was required
2. She concluded that this revised policy would be submitted to the Rules and Policies Committee tomorrow for discussion and action
 3. A brief question and answer session took place

Steven made a motion to suspend Robert's Rules and reopen Agenda Changes to add Action Item A, Nominations and Election of a Senator on Rules and Policies Committee, seconded by Danielle

A brief discussion took place regarding the current membership, and time sensitivity due to the resignation of Joshua from the Rules and Policies Committee

Gabriel called the vote to suspend Robert's Rules and add Action Item A.: 13/0/0, motion carried

III. ACTION ITEM

- A. Nominations and Election of a Senator on Rules and Policies Committee
 1. Leslie made a motion to elect a replacement senator to the Rules and Policies Committee, seconded by Steven
 2. Gabriel nominated Gabi, she accepted
 3. There was no discussion, Gabriel called the vote: 13/0/0, motion carried

Gabriel adjourned regular open session at 4:46pm to move to Executive Session

Gabriel resumed regular open session at 4:51pm and a report of Executive Session was given

IV. EXECUTIVE SESSION

- A. Discussion Items
 1. The search for the ASI Executive Director was discussed
 - a. The outreach to search firms was discussed
 - b. The timeline was discussed
 - c. The recommendation on the composition of the Search Committee was discussed
 2. The consulting support for compliance with FLSA amendments by 12/1/16 was discussed
 3. The update on the response to the CalPERS Audit was discussed
 - a. The outreach to CalPERS was discussed
 - b. The draft policy and temporary upgrade pay was discussed
 4. The consulting support for application for Section 218 Agreement (Social Security Participation) was discussed

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, November 10, 2016, 3:00 – 5:00pm, in the England Evans room

B. Gabriel stated that senate meeting 2016-17:8 was adjourned at 4:52pm

MINUTES SUBMITTED TO:

Gabriel Smith, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2016-2017: _____

Vicki Jackson, Student Government Coordinator

Date