



# ASI Senate Meeting

## Minutes

2016- 2017:19 Thursday, April 20, 2017, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. ASI President, Uriah Sanders, called Senate 2016-2017:19 to order at 3:04pm

#### B. Quorum Check

##### 1. Voting Members:

Gabriel Smith, Vice President, Chair – **Excused Absence**  
Uriah Sanders, President (Chair from 3:04pm-4:16pm)  
Joshua Klockmann, Agriculture Senator  
Danielle Camarella, Business Senator  
Gabi Sedano, CEIS Senator  
Steven Zhang, CLASS Senator  
Leslie Simoni, CCHM Senator  
Shree Ravichandran, ENV Senator  
Haik Gharapeti, Engineering Senator  
Carlos Gomez, Science Senator-**Excused Tardy** (Chair from 4:17pm-5:00pm)  
Karen Romero, Senator-At-Large (MCC)-**Excused Tardy**  
Kayla Barbosa, Senator-At-Large (SIC)  
Nick Woo, 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:

Brandon Whalen, Attorney General  
Karen Tu, Treasurer  
Jonathan Puthoff, Academic Senate Rep.  
Monika Salazar, Staff Council Rep.  
Andrea DeCoudres, Alumni Association Rep. –**Absent**  
Jenny Heimstead, Bronco Athletics Association Rep. –**Absent**

#### C. Approval of Minutes

1. There were no minutes for approval

#### D. Agenda Changes

1. There were no changes to the agenda, it was approved by the ASI President as written

#### E. Financial Status – Given by Karen Tu

1. ASI Total Revenue	\$	15,129,463
2. ASI Total Expenses	\$	10,386,708
3. Total Investments	\$	17,468,582
ASI-Local Agency Investment Fund	\$	4,657,139
BSC-Local Agency Investment Fund	\$	12,811,443

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4. ASI – NP & A Account Balance	\$	289,718
5. The Green Initiative Fund (TGIF)	\$	138,774
6. ASI Prior Year's I Reserves	\$	279,752
7. ASI Prior Year's II Reserves	\$	265,168
8. ASI Prior Year's III Reserves	\$	462,117
9. BSC On-Campus Reserves	\$	4,319,052

F. Introduction of Guests

1. Tara Kwan-Elections Chair
2. Carol Lee-ASI Financial Services
3. Ryan Hickey – Poly Post
4. Barny Peake-ASI Bronco Student Center
5. Sharon Rocacorba-ASI Student Activities & Programs

G. Reports

Posted on the SAN, not given verbally

1. ASI Executive Director – Cora M. Culla
2. ASI Advisor –Dr. Byron Howlett Jr.
3. Academic Senate Rep. – Jonathan Puthoff
4. Staff Council Rep. – Monika Salazar
5. Alumni Rep. – Andrea DeCoudres
6. Athletics Rep.
7. Senator Pro Tempore – Carlos Gomez
8. Attorney General – Brandon Whalen
9. Treasurer – Karen Tu
10. President – Uriah Sanders
11. Vice President – Gabriel Smith
12. Senate Reports

H. Open Forum

1. Tara Kwan – announced that the event, Relay for Life, is this Saturday, April 22, 2017 and Sunday, April 23, 2017, both days starting at 1pm at the Bronco Commons. The marathon is intended to raise funds for the American Cancer Society. Current contributions total is \$ 195. The event's goal is to raise \$ 500. An email was sent out to everyone on the event.
2. Karen Tu – Provided an update regarding a question from last week's budget request, relating to the Colleges Against Cancer not meeting the 20% fundraising deadline of March 1, 2017. According to this year's Financial Guidelines stipulations, they are not eligible for the 30% allocation from the council and any additional ASI funds from the council.
3. Cora M. Culla –Cora reminded the student leaders of Vicki Jackson's email regarding her leave of absence. She will be out on leave potentially till the end of Spring quarter. Cora introduced Jennifer Taylor, Administrative Assistant for ASI Facilities Management. She will be providing support at the Senate meetings during Vicki's absence.
4. Uriah Sanders–Uriah mentioned that Carlos will be arriving in about 30 minutes, to chair the remaining time left for the ASI Senate meeting.

## II. ACTION ITEM

### A. Recommendation from the Rules and Policies Committee

#### 1. Substantive Revisions to ASI By-Laws

##### a. Page 15, Article XVII, Fiduciary

Before reviewing the By-Laws, Brandon mentioned that ASI's legal counsel, Mark Bookman, is reviewing the current revisions to the By-Laws. It was recommended that the Senate table the agenda item until further clarification was obtained on the comments

##### Duties of Student Leaders:

- i. Page 15 was approved at the last meeting
- ii. Section 1, a1: It was recommended to remove "ASI in all relevant phases with conduct" from the By-Laws. This wording exists in the Senate rules policy (rule 3 and rule 9)
- iii. Article II Duty of Care -section II e Duty to Maintain Records: change "said person" to "student leaders"
- iv. Article III-Duty of Loyalty-Section b: delete "possible" and to ensure that there is a resolution for any misuse or abuse of one's title which shall be referred to the Senate for review
- v. Section IV-Conflict of Interest (a): change "transaction" to "action" for clarification
- vi. Leslie made a motion to amend article XVII-Fiduciary and subsections (see att
- vii. Seconded by Gabriela
- viii. There was no further discussion
- ix. Uriah called the vote: 9/0/0, motion passed

##### b. Page 17, Article XIX – Organization of ASI Senate Standing Meetings

- i. Brandon suggested revoking the word "Standing" from the article XIX and Section 1-Committees and their Legislative Jurisdictions, located under the same article.
- ii. The Rules and Policies Committee recommended adding "Governmental Affairs Committee" as a standing committee, and the legal counsel recommended adding the "Audit Committee", to section 1 – Committees and their Legislative Jurisdictions
- iii. Under Section VI-Special Committees – (a) Sports Recreation Facilities Enhancement Committee. Brandon recommended removing the recommended addition. Per legal counsel, under article XIV, section 4, subsection 82, states that the Senate has the authority to create any committees. Per Mark Bookman, the Senate does not need to state every single committee that it creates within the By-Laws
- iv. Leslie made a motion to amend Article XIX-Organization of ASI Senate Standing Meetings, including subsections (see attachment)
- v. Seconded by Shree
- vi. There was no further discussion
- vii. Uriah called the vote: 9/0/0, motion passed

##### c. Page 17, Article XX-Oversight Responsibility of the Committees:

- i. As previously discussed under Article XIX, it was recommended not to add "Senate Standing" to article XX

- d. Page 18, Article XX-Oversight Responsibility of the Committees:
  - i. Section III-Finance Committee-Subsection c, the Rules and Policies Committee recommended to change "Hearings" to "Meetings"
  - ii. There was a question as to why the Finance Committee has an election of Senators every quarter? Cora responded that there was a desire to allow more members of the Senate to sit on the Finance Committee, because the committee has a direct role in facilitating allocations of funds to student organizations and also to prevent any intentional conflict of interest. The Education Code or CSU policy does not dictate that a finance committee should have members of the board of directors that should turn over periodically
  - iii. Last year's changes to the By-Laws, all references to "Quarter", was changed to "Academic Term"
  - iv. Section III-Facilities and Operations Committee-"Administered" was added to paragraph
  - v. Section IV-Governmental Affairs Committee- is an addition from the Rules and Policies Committee. This is an area of discussion and review for Mark Bookman. It was suggested by legal counsel that this committee have more references to the educational purpose, and alignment with the University's and the CSU mission. The language of the meeting frequency for the this committee is still under discussion
  - vi. Section V-Audit Committee-The audit committee was moved to a "standing committee." The language was extracted from the Non-Profit Integrity Act.
  - vii. Uriah made a motion to move and approve the article with the addition of Assistant Secretary of Legislative Affairs and Assistant of Secretary of Civic Engagement to the composition of the Governmental Affairs Committee as it was passed in the Code and the original intention of including them as voting members. "Meetings" was removed as the meeting frequency should be determined by Code
  - viii. Seconded by Shree
  - ix. Discussion took place regarding what the Governmental Affairs will be reporting to the Senate
  - x. Uriah called the vote: 5 /4 /3, motion passes
  - xi. A second motion was made to clarify the amendment with legal counsel on including the Assistant Secretary of Legislative Affairs and Assistant of Secretary of Civic Engagement after Vice President in the composition and end the sentence with "as voting members"
  - xii. A motion was made by Leslie on the changes to Article XX-Oversight Responsibility of the Committee
  - xiii. Seconded by Kayla
  - xiv. Discussion took place regarding taking a vote on the changes to the Governmental Affairs Committee voting members, pending clarification from legal counsel
  - xv. Uriah called the vote: 1/7/4, motion fails

e. Page 19-Article XXII-Duties of the Committee Chair – Section 1 (a)

- i. It was recommended to remove “supervisory” from section 1a
- ii. Discussion took place as to why “supervisory” was being removed
- iii. A motion was made by Kayla on the recommended change to Article XXII-Duties of the Committee Chair as mentioned above, (bullet i)
- iv. Seconded by Leslie
- v. There was no further discussion
- vi. Uriah called the vote: 11/0/0, motion passes

f. Page 20- Article XXIII-ASI Employees-Section II(b)-Personnel Review Committee:

- i. Add “Student-at-Large” to the Facilities and Operations Committee member
- ii. Section IV-ASI Student Government Employees-Per Mark Bookman, the Executive Director has the responsibility for all ASI employees. The sentence, “In consultation with the ASI Executive Director” will be kept as is
- iii. A motion was made by Danielle to approve Brandon’s recommendations on Article XXIII-ASI Employees-Section II(b)-Personnel Review Committee
- iv. Seconded by Nick
- v. There was no further discussion
- vi. Uriah called the vote: 10/0/1, motion passes

g. Page 21-Article XXIV-Budget Process and Financial Responsibility

- i. Section V –BSC Annual Budget – add “seated” before Senate
- ii. Section VI-Approval of Budget- add “seated” before Senate. (This is to show consistency for sections V and VI). “As a recommendation to the University President for final approval” was also added to section VI, to clarify the budget process
- iii. There was no further discussion
- iv. Kayla made a motion to approve Brandon’s recommendations to the bullets listed above, (bullet i and ii)
- v. Seconded by Steven
- vi. Uriah called the vote: 10/1/0, motion passes

h. Page 21-Article XXV-Standard Procedures, Codes, Charter Provisions

- i. Section 1-ASI Student Government-add “roles and duties” after qualifications
- ii. Kayla made a motion to approve Brandon’s recommendation to Section 1 mentioned above, (bullet i)
- iii. Seconded by Shree
- iv. There was no further discussion
- v. Uriah called the vote: 11/0/0, motion passes

i. Page 22-Article XXIX-Term of Office

Uriah suggested combining the articles below as discussion

- i. Section II-Executive Student Leaders-add “The” before Cabinet to paragraph
- ii. Article XXX-Vacancies-Section II-ASI Vice President-add “seated” before Senate to paragraph
- iii. Article XXXI-Student Leader Eligibility-Section 1-Eligibility-change “elective” to “elected” and “appointive” to “appointed”
- iv. Kayla made a motion to approve Brandon’s recommendations to Article XXIX-Term of Office
- v. Seconded by Shree
- vi. There was no further discussion
- vii. Uriah called the vote: 11/0/0, motion passes

j. Page 22-23-Article XXXII-Elections

- i. Section II (b)-Elections Committee-change “set down” to “required” from sentence, so that the Elections Committee shall post a list of candidates who meet qualifications, as required in the elections code
- ii. A motion was made by Michael to approve Brandon’s recommendations to Article XXXII-Elections
- iii. Seconded by Gabriele
- iv. There was no further discussion
- v. Uriah called the vote: 11/0/0, motion passes

k. Page 23-Article XXXIII-Student Leader Transition and Leadership Training

- i. Section I-ASI Student Leader Training-change “quarter” to “term” from paragraph
- ii. Under same section mentioned above, replace previous bullets to the following:
  - “a. Budget” to “a. Mission, values, and strategic plan”
  - “b. Goal Setting” to “b. Organizational structure”
  - “c. Outreach” to “c. Roles and duties”
  - “d. Elections” to “d. Setting of goals”
  - “e. Team building; and” to “e. Outreach”
  - “f. Project oversight and development” to “f. Budget and financial matters’New bullet: “g. Orientation by legal counsel
- iii. Section II-ASI Student Leader Transition-subsection (b)-Orientation for Elected Positions-change “will” to “shall” from paragraph
- iv. Subsection (d) Transition Period - # 1-Transition Topics-add “ASI and” to University personnel sentence
- v. Subsection (d) Transition Period- # 2-Transition Advising-capitalize “Advisor”
- vi. A motion was made by Kayla to approve Brandon’s recommendations to Article XXXIII-Student Leader Transition and Leadership Training
- vii. Seconded by Leslie
- viii. There was no further discussion
- ix. Uriah called the vote: 12/0/0, motion passes

L. Page 24-Article XXXIV-Bill, Resolution, Initiative, Referendum, Recall

Uriah suggested combining the articles below for discussion

- i. Section IV-Referendum-add “seated” before Senate to paragraph. Under the same section, it was recommended to keep “thirty working days” for the referendum election to the student body.
- ii. Page 25-Article XXXVII-Amendments-subsection II-Distribution-add “thirty working days.” Under the same article, subsection V-Non-substantive Change-add “seated” before Senate to sentence
- iii. A motion was made by Kayla to approve the recommended changes to Article XXXIV-Bill, Resolution, Initiative, Referendum, Recall, including subsections, and Article XXXVII-Amendments, including subsections
- iv. Seconded by Leslie
- v. There was no further discussion
- vi. Uriah called the vote: 12/0/0, motion passes

M. Amendments to Amendments to Article IX-Council Bill of Rights, Recommendation by the Secretary of Internal Affairs and Inter-Council

The Senate was provided a memo attachment with comments, on the recommended changes to the article, including the subsections

The changes to Section III-Council Recommendation on ASI Policies are as follows:

1. Change wording on paragraph to remove and/or add:
  - a. "A majority" to "Any".
  - b. "during an Inter-Council meeting",
  - c. "present" and "Presidents", between council
2. On subsection III (a), change and/or add:
  - a. "all" to "each", "collectively" to "may",
  - b. "Councils may review the proposal(s) individually or within Inter-Council"
3. Add subsections:
  - a. "Section VI-Council Elections-The recognized councils are responsible for conducting their own elections. Council elections "shall take place two (2) weeks after the ASI elections at the latest"
  - b. "Section VII-Council Call to Order-The recognized councils can collectively call the ASI President to attend an Inter-Council meeting if the subject matter is urgent. The request shall be valid when ratified by a unanimous vote of the council Presidents"
    - i. Kayla made a motion to approve the recommended changes on the attached memo
    - ii. Seconded by Leslie
    - iii. Discussion took place regarding the vote of the Council President's designee
    - iv. Uriah called the vote: 1/11/0, motion fails
    - v. A second motion was made by Steven to table the ASI By-laws as a recommendation from the Rules and Policies Committee to the next ASI Senate meeting
    - vi. Seconded by Nick
    - vii. A discussion took place regarding recall of elected Senators voted by their constituents
    - viii. Uriah called the vote: 12/0/0, motion tabled

### III. DISCUSSION ITEMS

At 4:17pm, Carlos Gomez arrived and assumed place as Senate Chair

A. Recommendations from the Finance Committee

1. Nu Alpha Kappa Fraternity \$ 4,457 NP&A
  - i. The representative for Nu Alpha Kappa Fraternity was not present and is not required to be present. It was recommended to table the discussion and take action on the club's budget request at the next Senate meeting. This is due to the event taking place on May 6, 2017. The representatives from the Finance Committee gave an update on the club's budget request. The club will be hosting a community event at a high school in the city of Pomona. The club ensured that they do have insurance coverage

B. ASI Annual Budget Presentation for 2017-18-Day 3

1. ASI Elections-The Elections Chair provided a presentation on the Elections Committee annual budget request (attachment)
  - i. Questions asked regarding the ASI Elections budget presentation:

- a. For line item # 7 (Elections Supplies)-is there is separate cost for the lamination of marketing material at the Bronco Copy N' Mail? Response: Bronco Copy N' Mail does not provide lamination
  - b. Was there an increase in attendees at the orientation meetings, where food was provided? Response: There was no increase to the attendees at the orientation meetings
2. ASI Student Government-The ASI President provided a presentation on the ASI Student Government budget (attachment). Before the presentation started, there was a minor correction to the line items for the Student Government budget. Line items # 22 and 26 should have been included to line item # 20
- ii. Questions asked regarding the Student Government budget presentation:
    - a. For Line # 17-Scholarships – Was the HEPI Index increase, included to this line item? Response: Yes, it is included
    - b. For line item # 2-Carryover & line item # 21-Telecommunications- where will the the new furniture and telecommunications be located for Governmental Affairs positions? Response: Senate Chambers conference room
    - c. Will the Governmental Affairs positions need expense lines? Response: Assistant positions do not have expense lines. Should there be a need, the two new positions could negotiate with the Secretary of External Affairs
    - d. For line items 12: Secretary of External Affairs-should this line item be increased to accommodate the new Governmental Affairs members. Response: No, the secretaries tend to use other line item expenses. Under line item # 7, there is a budget for Governmental Affairs
    - e. Why are there no expense lines for the Attorney General and Treasurer? Response: the secretaries create the initiatives, promote the events, and purchase the equipment, where the work of the Attorney General and Treasurer are specific to documents, budgets and so forth
    - f. How did ASI charge the Poly Post? Was that from the Student Government budget? Response: Cora will check with the Associate Director of Marketing and Public Relations if the department has a budget line item to cover the Poly Post charge.

#### **IV. EXECUTIVE SESSION**

Senator Pro-Tempore, Carlos Gomez, called the Executive Session meeting to order at 4:44pm

##### **A. Discussion Item**

1. Personnel Matters Related to ASI and BSC Budgets
  - i. Personnel matters related to ASI and BSC Budgets was discussed

Carlos stated that the executive session meeting was adjourned at 5:00pm

#### **V. ADJOURNMENT**

- A. The next Senate meeting will take place on Thursday, April 27, 2017, 3:00 – 5:00pm, in the England Evans room
- B. Carlos stated that the Senate meeting open session 2016-17:19 was adjourned at 4:42pm



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**MINUTES SUBMITTED TO:**

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Uriah Sanders, ASI President

Date

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Carlos Gomez, Senator Pro-Tempore

Date

MINUTES APPROVED AT SENATE 2016-2017: \_\_\_19\_\_\_\_\_

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Jennifer Taylor, Administrative Assistant, Facilities Management

Date