



ASI Senate Meeting

Minutes

2016- 2017:22 Thursday, May 11, 2017, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. ASI Vice President, Gabriel Smith, called Senate 2016-2017:22 to order at 3:02pm

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
Haik Gharapeti, Engineering Senator-**Absent**
Carlos Gomez, Science Senator
Karen Romero, Senator-At-Large (MCC)-**Absent**
Kayla Barbosa, Senator-At-Large (SIC)-**Excused Tardy**
Nick Woo, Senator-At-Large (Greek)
Michael Burckhardt, Senator-At-Large (IHC)-**Absent**

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.-**Excused Tardy**
Andrea DeCoudres, Alumni Association Rep. -**Absent**
Jenny Heimstead, Bronco Athletics Association Rep. -**Absent**
Claire Giacalone, Bronco Athletics Association Rep. -**Absent**
Benny Lorca, Bronco Athletics Association Rep. -**Absent**

C. Approval of Minutes

1. The minutes for April 20th, April 21st, and May 4th were all approved by the chair as written. There was a minor change to Action item B from the May 4th minutes, to add “Romero” to Karen when she seconded the motion. A couple of the student leaders have the same first name

D. Agenda Changes

- There was a change to the agenda to move Discussion Item C (Revisions to ASI Reserves Policy) as an information item
- i. Brandon made a motion to move Discussion item C to an Information item
 - ii. Seconded by Uriah
 - iii. Gabriel called the vote: 10/0/0, motion passes

E. Financial Status – Given by Karen Tu

1. ASI Total Revenue	\$	15,784,214
2. ASI Total Expenses	\$	11,033,865
3. Total Investments	\$	16,754,042
ASI-Local Agency Investment Fund	\$	4,666,389
BSC-Local Agency Investment Fund	\$	12,087,652
4. ASI – NP & A Account Balance	\$	285,718
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. Danisha Lawrence
2. Powell Velasco
3. Cathy Neale
4. Celeste Salinas
5. Krista Smith
6. Barny Peake
7. Carol Lee
8. Sharon Rocacorba

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. The student leaders have the opportunity to meet the third ASI Executive Director candidate, Anthony Doody, today at 5:15pm-6:15pm at the Multipurpose Room behind Denny's. Food will be provided for the meet and greet. The last candidate will be arriving on Monday for a half day segment. The student leaders will be meeting with the last candidate on Tuesday

and

an email reminder will be sent to the student leaders

2. Cathy Neale mentioned that she will need assistance from the Student Government office to do a group photo of the student leaders, before the end of the fiscal year
3. Carlos Gomez, Senator Pro-Tempore, will be in a school musical tonight, Friday, Saturday at 8:00pm

II. ACTION ITEM

A. Amendment to the ASI Governmental Affairs Committee Code

- i. The Student Leaders reviewed the latest changes to the Government Affairs Committee Code (attachment)
- ii. Page 2, section III-Officers, subsection (b) Assistant Secretary of Civic Engagement-"as stated in Article XI Section IV (b) of the ASI By-laws" was deleted from paragraph
- iii. Page 2, section IV-Meetings, subsection (c)-"Meeting will be held tri-weekly" was removed. The Attorney General reviewed all the Sub-Senate standing committees: Facilities & Operations, Rules and Policies, and Finance. They do not specify on meeting frequencies
- iv. Page 2, section V-Quorum, subsection (a)-the voting members was changed to "five (5)" members
- v. Discussion took place regarding the removal of the meeting frequency from the Governmental Affairs Code
- vi. It was suggested to not remove the meeting frequency to the Governmental Affairs Code and include the new language "meetings will be held once every three weeks or more frequently, as needed"
- vii. Uriah made a motion to move and approve the Governmental Affairs Committee Code, as amended, see bullet iii mentioned above
- viii. Seconded by Leslie
- ix. Gabriel called the vote: 11/0/0, motion passes

B. Recommendation from the Finance Committee

- 1. Steel Bridge \$ 5,500 NP&A
 - i. The representative form Steel Bridge was not available for the Senate meeting. The Finance Committee representative briefed the student leaders on their budget recommendation. Steel Bridge had their regional conference in Irvine last month. The group is competing at their national competition in Irvine and are requesting funds for the competition
 - ii. Discussion took place regarding the Admin fund and why the Steel Bridge representative was not present at today's Senate meeting
 - iii. Uriah made a motion to move and approve Steel Bridge's budget request of \$ 5,500 NP&A
 - iv. Seconded by Kayla
 - v. Discussion took place regarding no presentation from Steel Bridge and whether to vote due to the Steel Bridge representative not being present
 - vi. Gabriel called the vote: 11/0/0, motion passes

C. 2017-18 ASI Budget Deliberations

- 1. ASI Reserves Allocation
 - i. Carlos made a motion to move and approve the recommended 2017-18 ASI Reserves Allocation (attachment)
 - ii. Seconded by Gabriel
 - iii. There was no further discussion
 - iv. Gabriel called the vote: 11/0/1, motion passes

III. DISCUSSION ITEMS

A. Recommendation from the Facilities and Operations Committee

- 1. 2017-2018 Bronco Student Center (BSC) Budget

- i. The student leaders reviewed the 2017-18 BSC budget at the last meeting
- ii. Discussion took place and a question was raised on whether there is carryover for the BSC budget and if the process to access the BSC Reserves is the same as the ASI Reserves. Cora

explained that there is no carryover for the BSC Budget since any excess of revenue over expense is swept into On-Campus Reserves. Access to ASI and BSC Reserves require approval by the ASI Senate and University

B. 2017-18 ASI Budget Deliberations

1. Financial Guidelines and Stipulations

- i. The student leaders were provided the recommended updates of the Financial Guidelines and Stipulations (attachment), from the Finance Committee
- ii. Page 1-Date on front page was changed from 2016-17 to 2017-2018
- iii. Page 1-"refer to the Smart Spending Manual, visit the ASI Financial Services website and" was added to first paragraph
- iv. Page 1-General Guidelines, item (e)-add " the amount is not paid in cash, and"
- v. Discussion took place regarding re-wording the recommendation listed above, bullet iv, to "However, non cash or tokens for achievement and recognition are allowed, provided that the token is not given in cash"
- vi. Another discussion took place regarding refreshments at weekly informal meetings from clubs and organizations
- vii. Page 1-General Guidelines, item (j)-remove "Government" and replace with "elected and appointed student leaders"
- viii. Page 2-General Guidelines, # 3-remove "prior to travel being done" and replace with "in accordance with the ASI Travel Policy"
- ix. Page 2-General Guidelines, # 5-remove "no later than ten (10 days after return from travel" and replace with " in accordance with the ASI Travel Policy"
- x. Page 2-Councils, Diversity Groups, and ASI Annually Budgeted Groups, # 10-remove "ASI Financial Services" and replace with "The ASI Treasurer, in consultation with the ASI Director of Financial Services
- xi. Page 2-Councils, Diversity Groups, and ASI Annually Budgeted Groups, # 11-remove "August" and replace with "September"
- xii. Page 2-Councils, Diversity Groups, and ASI Annually Budgeted Groups # 13-remove "with the ASI Treasurer" and replace with "to initially prepare the preliminary balanced budget. Under the same paragraph, remove "ASI Treasurer" and replace with "ASI Financial Services"
- xiii. Page 3-# 15- The allocations to ASI Prior Years III was changed to 15% of funds and ASI Prior Years II was changed to 10% of funds. The change for Reserves II (Equipment), is to have more funding to cover higher costs for purchasing equipment
- xiv. Page 3-Council Guidelines-# 18-change "the last Friday of January" to "first Friday of December" Discussion took place regarding adding a specific deadline date for council budget submissions. Cora suggested to leave current language mentioned above as is for 2017-18, and revisit once the semester calendar becomes effective
- xv. Page 3-Council Guidelines # 19-change "e-board" to "Executive Board"
- xvi. Page 4- # 25-add "from Councils" to paragraph and remove sentence "Non compliance with this guideline may also result in the suspension of the club's ASI account for the remainder of the fiscal year"
- xvii. Page 4- # 26-add "Clubs and organizations that have been inactive for two (2) consecutive years will have their carryover repossessed and transferred to the following accounts: New Programs and Augmentations (65% of funds), ASI Prior Years II (15% of funds), ASI Prior Years II (10% of funds), and the Green Initiative Fund (10% of funds)

- xviii. Page 4 # 28 Mid Year Budget Request(s)-changes are shown below:
 - i. Add "in accordance with the guidelines in the ASI Reserves Policy," to paragraph
 - ii. Section (a)-remove "Senate or" and add "and/or the ASI Senate," to sentence
 - iii. Discussion took place regarding budget dismissal to section 28(b). It was suggested to remove "dismissed or" and rephrase the wording for this paragraph.
 - iv. Remove "Senate or" and add "or the ASI Senate," from paragraph
- xix. Page 4 # 29-add the changes below to paragraph and or sentence:
 - i. "ASI Financial Services, and consult with the"
 - ii. "as needed"
 - iii. "from New Programs and Augmentations (NP&A)
 - iv. "including, but not limited to generating a minimum of 20% of alternative funding
 - v. Discussion took place regarding the wording "in good standing," mentioned in paragraph. Cora will work with the ASI Treasurer regarding new language for the wording mentioned above
- xx. Page 4 # 30 – add or remove the changes below to paragraph:
 - i. "from NP&A"
 - ii. Remove "September" and replace with "and October"
 - iii. Remove "may be submitted during the following Fall quarter" and replace with "must reflect actual expenses to be submitted once the groups annual budget is approved, and processed"

IV. INFORMATION ITEM

- A. ASI Reserves Policy
 - i. The student leaders were provided the changes to the ASI Reserves Policy (attachment), submitted to the Rules and Policies Committee
 - ii. At the next Senate meeting, the ASI Reserves Policy attachment will be a discussion item
 - iii. Page 2-Reserve II- changes to paragraph are shown below:
 - i. Add before title: "Facilities and" Equipment Replacement Reserve
 - ii. Remove from title: "Recommended" and replace with "Required" Funding Level
 - iii. Remove from title: "\$ 100,000" and replace with "\$ 300,000"
 - iv. Add "Funds from this reserve shall be used for" and change sections below to:
 - 1. Add "Improvement of existing facilities, operations, or construction of new facilities"
 - 2. Remove "Used as a" and "account" and add "Replacement"
 - 3. Remove "PYII may be used to" and replace with "Purchase of"
 - iv. Page 2-Reserves III-changes to paragraph are shown below:
 - i. Remove from title: "Projects and"
 - ii. Remove from title: "Recommended" and replace with "Required" Funding Level
 - iii. Remove from title: "\$ 200,000" and replace with "\$ 100,000"
 - iv. Remove sentence on section # 1: "Special Project Development: funds to be used for improvement of existing facilities, operations or construction of new facilities"
 - v. Remove sentence on section # 2: "Special Programs: to be used" and replace with "Funds from this reserve shall be used for special programs," and also remove "A maximum of 50% of these funds may be allocated in any fiscal year. At no point should the balance of this account be lower than \$ 100,000"
 - v. Page 3-Reserve IV-changes to paragraph are shown below:
 - i. Remove from title: "\$ 100,000" and replace with "\$ 200,000"
 - ii. Add new bullets below to paragraph:
 - Including:
 - 1. Programs for student development and learning opportunities
 - 2. Activities that foster diversity inclusion

- 3. Implementation of programs and events that further promotes campus pride
- iii. Discussion took place regarding the amount changes to Reserve III

V. EXECUTIVE SESSION

Gabriel called the Executive Session meeting at 4:24pm

A. Discussion Items

1. Personnel Matters Relating to ASI and BSC Annual Budgets

Cora presented the analysis prepared by ASI Financial Services and Human Resources on the financial impact of annual minimum wage increases up to \$ 15/hour by 2022

Gabriel stated that the Executive Session was adjourned at 4:39pm

VI. ADJOURNMENT

- A. The next Senate meeting will take place on Thursday, May 18, 2017 3:00pm – 5:00pm, in the England Evans room
- B. Gabriel stated that the Senate meeting 2016-17:22 open session was adjourned at 4:22pm

MINUTES SUBMITTED TO:

Gabriel Smith, Vice Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2016-2017: _____ 22 _____

Jennifer Taylor, Administrative Assistant, Facilities Management

Date