



ASI Senate Meeting

Minutes

2016- 2017:24 Thursday, May 25, 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 2016-2017:24 to order at 3:00pm

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-**Tardy**
Leslie Simoni, CCHM Senator
Shree Ravichandran, ENV Senator
Haik Gharapeti, Engineering Senator-**Absent**
Carlos Gomez, Science Senator
Karen Romero, Senator-At-Large (MCC)-**Tardy**
Kayla Barbosa, Senator-At-Large (SIC)-**Tardy**
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.
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

- i. Uriah made a motion to table the minutes from May 11, 2017 for today's meeting, pending attendance confirmation from Gabriel for Michael Burckhardt (excused absence) and Haik Gharapeti (excused tardy). The May 18th Senate minutes was not available for review and approval at today's meeting
- ii. Seconded by Michael
- iii. Gabriel called a vote: 9/0/0, motion passes

D. Agenda Changes

- There was a minor change to the time specific arrival of Dr. Lea M. Jarnagin's from 4:30pm to 4:15pm for Executive Session – Action Item A (1. PRC Recommendation on Appointment of ASI Executive Director)
- i. Uriah made a motion to move and approve the agenda as amended
 - ii. Seconded by Danielle
 - iii. Gabriel called the vote: 9/0/0, motion passes

E. Financial Status – Given by Karen Tu

1. ASI Total Revenue	\$	16,402,809
2. ASI Total Expenses	\$	12,243,973
3. Total Investments	\$	16,354,042

ASI-Local Agency Investment Fund	\$	4,866,389
BSC-Local Agency Investment Fund	\$	11,487,652

4. ASI – NP & A Account Balance	\$	277,145
5. The Green Initiative Fund (TGIF)	\$	155,349
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. Carol Lee
2. Celeste Salinas
3. Barny Peake
4. Daniel Echeverry
5. Jesus Cuellar
6. Bryan Esparza
7. Powell Velasco
8. Irene Yee
9. Constance Duster
10. Krista Smith
11. 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. Barny requested assistance from the student leaders to complete an assessment survey of their learning outcomes. The survey questions will be on the past Student Government retreat,
and what type of training will be helpful for the incoming 2017-18 student leaders. Barny's office will be emailing the survey to the Senate, Cabinet, and BEAT to complete before the end of the fiscal year

II. ACTION ITEM

A. 2017-18 ASI Annual Budget

1. Financial Guidelines and Stipulations

- i. The student leaders were provided with the recent changes to the Financial Guidelines and Stipulations highlighted (attachment)
- ii. Page 3-Council Guidelines, # 18 Summer Quarter (phase 1) was changed back to Fall

Quarter

based on re-evaluation of timeline by Financial Services

- iii. Joshua made a motion to move and approve the recommended Financial Guidelines and Stipulations with the amendment to add on line item #15 on page 3, "with the exception to the Academic and At-Large Councils
- iv. Seconded by Michael
- v. Cora gave an update on the requests from the student leaders. She stated that there is no Carryover policy. The document found was not passed by the Senate. ASI handles, the carryover repossession based on the Financial Guidelines and Stipulations attached to the annual budget. A Multi Year Carryover Repossession Analysis breakdown was provided to the Senate (attachment). At the end of the fiscal year, the repossessed dollars are funneled into ASI Reserves. Over the past several years, most of the funds have gone into NP&A. These are the funds that the Finance Committee and Senate utilize to allocate funding to clubs and organizations when they submit mid-year budget requests. Should the proposed recommendation from Joshua mentioned above (bullet iii) pass, the repossessed dollars will not be funneled to ASI Reserves and will stay with the Councils. Joshua reiterated his purpose for the proposed amendment. The Director of Financial Services provided a brief explanation to the student leaders on the council's budget accounts consisting of allocations to clubs and operating funds
- vi. Gabriel called the vote: 5/4/1, motion passes
- vii. Carlos made a motion to move and not amend the recommendation from Joshua mentioned above (bullet iii)
- viii. Seconded by Nick
- ix. Discussion took place on whether to approve Joshua's recommended amendment mentioned above (bullet iii)
- x. Gabriel called the vote: 4/4/2, motion fails

II. DISCUSSION ITEMS

A. Creation of a Food Pantry

- i. After consultation with legal counsel, the senate bill for the food pantry needs to go through and voted on by all three sub-senate committees before it goes to Senate
- ii. New amendments to the food pantry senate bill will be mentioned at the next Senate meeting such as: a new timeline, specific objectives/bullet points for the food pantry bill, attachment on prospective expenses for items to purchase for the food pantry and the need of a food pantry based on the lobby core survey
- iii. Brief discussions took place on the new amendments to the food pantry and the impact of the NP&A and Prior Year Reserves, and the voting results for the three sub-senate committees. Both the Finance Committee and Rules and Policies Committee did not pass the senate bill. The F&O Committee will meet on Friday, May 26th.

B. Recommendations from the Finance Committee

- a. Alpha Phi Gamma \$ 5,500 NP&A

Alpha Phi Gamma presented their budget request:

1. Line item # 2 (Fundraising)-Why are you using part of the budget and where is the other portion going towards? Response: We have another regional conference coming up in

the Fall, so we will set some money aside for that too

- i. Uriah made a motion to suspend Roberts Rules of Order and move the recommendation from the Finance Committee to action
- ii. Seconded by Leslie
- iii. Discussion took place on clarification for suspending Roberts Rules of Order
- iv. Gabriel called the vote: 12/0/0, motion passes
- v. Uriah made a second motion to move and approve Alpha Phi Gamma's budget request for \$ 5,500 from NP&A
- vi. Seconded by Gabriel
- vii. Gabriel called the vote: 12/0/0, motion passes

b. Lambda Theta Phi \$ 5,500 NP&A

The Lambda Theta Phi presented their budget request:

2. Are the hotel costs included in the conference registration? Response: Yes
 - i. Uriah made a motion to move and approve Lambda Theta Phi's budget request of \$ 5,500 from NP&A
 - ii. Seconded by Nick
 - iii. Gabriel called the vote: 12/0/0, motion passes

C. ASI Reserves Policy

- i. Brandon provided the finalized recommendation of the ASI Reserves Policy (attachment)
- ii. Page 2-Reserve I Emergency Reserve-Required Funding Level-The funding level was changed from \$ 200,000 to \$ 300,000
- iii. Page 2-Reserve II-Equipment and Replacement Reserve-Recommended Funding Level-The title was changed to "Equipment and Replacement Reserve" to "Facilities and Equipment Reserve" and the funding level was changed from \$ 100,000 to \$ 300,000. As discussed previously, Reserve III (Special Project Development) is moving to Reserve II to be a full equipment facilities reserve
- iv. Page 2-Reserve III-"Projects and" was removed from title and will now read "ASI Special Programs." Under "Access", the following sentence was removed: "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-New Programs and Augmentations (NP&A)-Recommended Funding Level- The funding level was changed from \$ 100,000 to \$ 200,000. New bullets were added to purpose of NP&A as listed below:
 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
- vi. There was no further discussion to the ASI Reserves Policy

D. Transfer of Funds for ASI Reserves

- i. It was recommended to transfer half of Reserve III (\$231,058) into Reserve II. The recommended current balance for Reserve II is \$ 496,237 and the balance for Reserve III is listed above
- ii. There was no further discussion to the transfer of funds for the ASI Reserves

E. Inter-Council Board Code

- i. The Rules and Policies Committee provided their recommended changes to Senate Bill 2013-14:01 ASI Inter-Council Committee Code (attachment)
- ii. Page 1-"Board" was changed to "Committee" in the title and throughout the senate

bill document

- iii. Page 1-Composition-The Secretary of Internal Affairs will serve as Chair and not a voting member
- iv. Discussion took place on whether to remove council designees under the Voting Member Composition. Brandon will check with legal counsel if an executive/permanent board member can be appointed as a designee, as opposed to a student designee

F. Finance Committee Code

- i. The student leaders were provided with recommended changes to the Senate Bill 2012-13:05-ASI Financial Committee Code (attachment)
- ii. Page 1-Composition-B. Voting Members # iv-“Quarter” was changed to “year”
- iii. Page 1-Composition-E.-Quarterly Elections – Item E. The reference to Quarterly Elections was removed under Composition
- iv. Page 2- # IV-Mid-Year Budget Request-bullet # II: The business days for budget request submissions was changed from 45 business days to 30 business days
- v. Page 2 # IV-Mid-Year Budget Request- bullet # IV: Finance Committee attendance from groups or advisors was changes from four to three business days
- vi. Page 2 # IV-Mid-Year Budget Request- bullet # vi: “Business” was removed Financial Services
- vii. Discussion took place on whether quarterly elections for the Finance Committee will be changed to yearly

G. Revised ASI Corporate Brand Identity Policy

- i. The student leaders were provided with the recommended changes to the ASI Corporate Brand Identity Policy (attachment)
- ii. The policy was condensed and applicable procedures were consolidated in the Graphic Standards Manual

IV. EXECUTIVE SESSION

Gabriel called Executive Session to order at 4:05pm

Kayla made a motion to extend Executive Session until all business matters were taken care of
Seconded by Danielle

Gabriel called the vote: 12/0/0, motion passes

A. Action Item

- 1. PRC Recommendation on Appointment of ASI Executive Director (Dr. Lea M. Jarnagin, VP for Student Affairs and Uriah Sanders, ASI President-**Time Specific at 4:30pm**)
Dr. Lea Jarnagin and Uriah Sanders presented the PRC’s recommendation on the top Candidates for the ASI Executive Director position. The ASI Senate discussed the four candidates and took action on the final recommendation to the University
Steven made a motion on the recommendation from PRC
Seconded by Shree
Gabriel called the vote: 8/4/0

B. Discussion Item

- 1. Personnel Matters Related to ASI and BSC Budgets
 - i. There were no comments on the personnel matters related to ASI and BSC Budgets

Gabriel stated that the Executive Session was adjourned at 5:15pm

V. ADJOURNMENT

- A. The next Senate meeting will take place on Thursday, June 1, 2017 3:00pm – 5:00pm, in the England Evans room

- B. Gabriel stated that the Senate meeting 2016-17:24 open session was adjourned at 4:02pm

MINUTES SUBMITTED TO:

Gabriel Smith, Vice Chair of the Senate Date

MINUTES APPROVED AT SENATE 2016-2017: _____ 24 _____

Jennifer Taylor, Administrative Assistant, Facilities Management Date