



ASI Senate Meeting

Minutes

2016- 2017:25 Thursday, June 1, 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 2016-2017:25 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)-**Excused Absence**
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. - **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

- i. Brandon confirmed the attendance of Michael Burckhardt and Haik Gharapeti as excused absences from the May 18th Senate meeting
 - ii. Michael made a motion to approve the excused absences for Michael and Haik from the May 18th Senate meeting
 - iii. Seconded by Uriah
 - iv. Gabriel called a vote: 11/0/0, motion passes
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- i. There is duplication of the Senate meeting number for April 6th and April 13th. Brandon mentioned that there was no need to go through an amendment process to make the correction on the meeting numbers
 - ii. The Senate minutes for April 6th, April 13th, May 11th, May 18th, May 25th were approved
 - iii. Leslie made a motion to approve the Senate minutes mentioned above (bullet ii)
 - iv. Seconded by Shree
 - v. Gabriel called the vote 11/0/0, motion passes

D. Agenda Changes

There was a correction to today's agenda to move Discussion item A. Recommendation from Facilities & Operations Committee (1. Creation of a Food Pantry) to Action item D

- i. Uriah made a motion to move Discussion item A to Action item D agenda as amended
 - ii. Seconded by Carlos
 - iii. Gabriel called the vote: 11/0/0, motion passes
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- i. There was a minor change to Action item A. 2017-18 ASI Annual Budget to change wording to Approval of 2017-18 ASI Annual Budget
 - ii. Gabriel made a motion to approve the agenda as amended
 - iii. Seconded by Brandon
 - iv. Gabriel called the vote: 11/0/0, motion passes
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- i. Dr. Howlett announced that Dr. Thomas Cruz-Soto, Associate Vice President and Dean of Students, will be attending the Senate meeting today at 3:30pm to introduce himself

E. Financial Status – Given by Karen Tu

1. ASI Total Revenue	\$	16,403,259
2. ASI Total Expenses	\$	12,657,905
3. Total Investments	\$	16,004,042
ASI-Local Agency Investment Fund	\$	4,866,389
BSC-Local Agency Investment Fund	\$	11,137,652
4. ASI – NP & A Account Balance	\$	256,145
5. The Green Initiative Fund (TGIF)	\$	155,349
6. ASI Prior Year's I Reserves	\$	331,800
7. ASI Prior Year's II Reserves	\$	347,579
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. Danisha Lawrence
3. 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. Brandon announced that the Academic Senate has established the Transportation Advisory Committee as a permanent Ad-hoc committee under Academic Affairs
2. For tomorrow's Midnight Madness, Helio Fest will be combined with the Milo Green concert. The concert will be at the Bronco Commons
3. Cora thanked the entire 2016-17 Senate for their commitment to ASI and their involvement in the recruitment and a smooth transition to her successor
4. Brandon thanked Dr. Howlett for his guidance and support as the ASI Advisor
5. Gabriel provided kudos to the entire 2016-17 Senate Leaders

II. ACTION ITEM

A. 2017-18 ASI Annual Budget

1. Financial Guidelines and Stipulations

- i. Page 3-Councils, Diversity Groups and ASI Annually Budgeted Groups, # 15-recommended proposed language for paragraph # 15: "The repossession of carryover does not apply to Academic and At-large Councils"
- ii. Discussion took place on whether the Financial Guidelines and Stipulations with amendments was approved at the last meeting
- iii. A Reserve Allocations spreadsheet of the annually budgeted groups was provided (attachment)
- iv. Carlos made a motion to approve the 2017-18 ASI Annual budget as a recommendation to the University
- v. Seconded by Gabriel
- vi. Gabriel called the vote: 11/0/0, motion carries

B. Recommendations from Rules and Policies Committee

1. ASI Inter-Council Board Code

- i. It was recommended not to remove: "or their council designee", under composition of the voting members (page 1-Composition-B. Voting Members)
- ii. Uriah made a motion to approve the ASI Inter-Council Committee Code as recommended with the amendment of Composition B1 to read: " the ASI Council Presidents or their Executive Board designee"
- iii. Seconded by Steven
- iv. There was no further discussion
- v. Gabriel called the vote: 11/0/0, motion passes

2. ASI Finance Committee Code

- i. There was no further discussion on the ASI Finance Committee Code
- ii. Uriah made a motion to approve the ASI Finance Committee Code as recommended
- iii. Seconded by Steven
- iv. Gabriel called the vote: 11/0/0, motion passes

3. ASI Corporate Brand Identity Policy

- i. There was no further discussion to the ASI Corporate Brand Identity Policy
- ii. Danielle made a motion to approve the ASI Corporate Brand Identity Policy
- iii. Seconded by Carlos
- iv. Gabriel called the vote: 11/0/0, motion passes

4. ASI Reserves Policy

- i. Discussion took place regarding page 3 of the NP&A recommendation funding level of \$ 200,000

- ii. Uriah made a motion to move and approve the ASI Reserves Policy as recommended by the Rules and Policies
- iii. Seconded by Gabriel
- iv. Gabriel called the vote: 11/0/0, motion passes

C. Transfer of Funds for ASI Reserves

- i. The balances for Reserves I and II increased from the previous meeting. Reserve I increased from \$ 331,800 and Reserve II increased from \$ 347,579.
- ii. There was no further changes to the Transfer of Funds for the ASI Reserves
- iii. Uriah made a motion to approve the Transfer of Funds for ASI Reserves
- iv. Seconded by Gabrielle
- v. Gabriel called the vote: 11/0/0, motion carries

D. Recommendation from Facilities and Operations Committee

1. Creation of a Food Pantry

- i. The food pantry will be called "The Poly Pantry"
- ii. Co-Sponsors are included to the food pantry senate bill (attachment)
- iii. Changes to the food pantry senate bill are:
 - a. removal of fiscal impact section
 - b. "Poly Pantry" will be added to the Description and Scope section of the senate bill
 - c. "ASI shall accommodate all necessary equipment and appropriate storage for perishable and non-perishable items"
- iv. Discussion took place regarding invalidating the previous vote of food pantry senate bill
- v. Uriah made a motion to reconsider the previous vote on the creation of a food pantry, based on the advice received from ASI legal counsel
- vi. Seconded by Gabriel
- vii. Gabriel called the vote: 11/0/0, motion passes
- viii. Uriah made another motion to amend the food pantry bill as the recommendation from Facilities and Operations Committee, include the name as Poly Pantry and amend the Description and Scope section to begin with: "The food pantry, or Poly Pantry will be a resource to food-insecure students"
- ix. Seconded by Gabriel
- x. Discussion took place regarding the change of the food pantry timeline from Fall 2017 to fiscal year deadline
- xi. Gabriel called the vote: 11/0/1, motion passes

II. DISCUSSION ITEMS

A. Recommendation from Facilities and Operations Committee

1. Creation of a Food Pantry

- i. Discussion item A1 was moved to Action item D

B. ASI Honorary Lifetime Membership

- i. The Senate has to nominate and elect honorary lifetime members with a 2/3 vote of the Senate for superior performance and contributions to ASI and/or campus community
- ii. The honorary lifetime members elected are:
 - a. Tara Kwan-supported elections code, perseverant, provided support of CPP Fall Kick-offs
 - b. Uriah Sanders (received two nominations)-provided integrity, dedication, and loyalty, and especially with the extra duties for the PRC Committee. Went above and beyond by leading efforts for the Bronco Spirit Week and Food Pantry, always smiling, talking to campus community members, and brings positive energy to the team

- c. Dr. John Lloyd-dedicated to ASI causes, loyal, student focused, respectful, supportive on the students concerns of transportation
- d. Manny Gaeta-Serving ASI for 28 years, exudes the values of dedication, loyalty and respect. Dedicated to the maintenance and upkeep of the BSC and BRIC. The building systems in the original section of the BSC, have been able to hold up for over 40 years. Manny has given up his weekends or vacation to assist contractors with upkeep of the facilities. He exudes loyalty, understands the importance of quality spaces where students can congregate, hold events, and be engaged in extracurricular activities outside of the classroom. He is committed to providing on-campus job opportunities to students who works in his area and provide valuable training and hands-on learning experiences. He demonstrates respect, and conducts himself in a manner that always respectful, not only of his supervisors, his peers, student staff, at-large students, and campus colleagues. He's also very patient in taking the time to understand the complex process of being able to implement a capital project for our facilities. He maintains a humble, inclusive, and hard-working persona as a member of the ASI team
- Sue Wise-Professional with integrity, dedication, and respectful to others. She is diligent in the performance of her work. Accommodates reservation requests from the student groups and the campus community. She tries hard not to turn away student groups. When spaces are already reserved, she finds a way to assign a group to another space and get their concurrence to do that, to not turn away her customers. She provides the upmost in customer service, diligent assistance, room set-up configuration and coordination of food services. She announced her retirement for July 2017
- Andrea Dima-assisted with the preliminary work for the food pantry. She hosted and planned the logistics for the CSSA meeting back in May, re-establishment of Lobby Corps
- Gabriel Smith-Advocate, took lead in establishing the Governmental Affairs Committee to By-Laws. Attended all CSSA and various committee meetings
- Brenda Calderon-Did excellent job throughout the entire fiscal year. She led the campaign for Spirit week and oversaw some of the biggest events in ASI history
- Steven Zhang-Integrity, respect, and dedication. He always does his research and holds people accountable to the highest standard. He always has a way of getting across his information respectfully and making everyone feel included and involved. The campus knew who he was and he would always describe ASI as an environment that all students could get involved in the process. Provided resources and support to the CLASS council
- Joshua Klockmann-Integrity, as Senator, he held himself to the highest standard, quick to respond to emails, and provided critical information and meeting with the ASI Vice President on a regular basis or if he was not available, he would send others from his council to meet with the ASI Vice President. He also did a great job serving as Agriculture Council President
- iii. Uriah made a motion to suspend Roberts Rules of Order and move ASI Lifetime Honorary Membership to action
- iv. Seconded by Michael
- v. Gabriel called the vote: 12/0/0, motion passes
- vi. Uriah made another motion to elect the ten nominated members for ASI Honorary Lifetime Membership
- vii. Seconded by Nick
- viii. Gabriel called the vote: 10/2/0, motion passes

IV. INFORMATION ITEM

- A. Action Taken by Facilities Enhancement Committee on SRFEA Funding for 2017-18
 - i. During the budget process, as part of the mandated allocation, \$ 75,000 annually goes into a pool of fund and its used to fund sports related, recreation related facilities enhancements, maintenance

- ii. In 2012-13, the University passed the Student Success fee which gave Athletics additional funding. During budget discussions, ASI provided funding for Athletics. Because of the passing of the Student Success fee, ASI's allocation for athletic scholarships was reduced based on a 4 year phase out plan. As of 2016-17, ASI no longer provides funding for Athletics. The estimated fund balance currently in the SRFEA account is \$ 218,062. In 2017-18, the SRFEA account receive another \$ 75,000, bringing the total to \$ 293,062. Athletics made a request of \$ 74,845, and the SRFEA committee approved the one time funding, thus reducing the balance to \$ 218,217. The budget requested by Athletics, is slightly higher than last year. The Kellogg arena has basketball hoops that are retractable. The motor and devices need to be changed for safety reasons
- iii. There was no further discussion to the SRFEA funding for 2017-18

V. EXECUTIVE SESSION

Gabriel called Executive Session to order at 4:45pm

A. Action Item

- 1. Recommendations from PRC
 - a. Recommended Staffing for Financial Services
The recommended staffing for Financial Services was approved
Motion by Kayla
Seconded by Josh
Gabriel called the vote: 12/0/0, motion passes
 - b. Recommended Staffing for MDPR
The recommended staffing for MDPR was approved
Motion by Uriah
Seconded by Josh
Gabriel called the vote: 12/0/0, motion passes
 - c. Recommended Staffing for Facilities
The recommended staffing for Facilities was approved
Motion by Michael
Seconded by Kayla
Gabriel called the vote: 12/0/0, motion passes
 - d. Student Assistant Classification and Wage Schedule
The Student Assistant Classification and Wage Schedule was approved
Motion by Uriah
Seconded by Gabriel
Gabriel called the vote: 12/0/0, motion passes

B. Discussion Item

- 1. Personnel Matters Related to ASI and BSC Budgets
 - i. The Personnel Matters related to ASI and the BSC budgets was discussed


Gabriel stated that the Executive Session was adjourned at 4:55pm

VI. ADJOURNMENT

A. The next Senate meeting for 2017-18 is Thursday, July 13, 2017 from 3:00pm-5:00pm in England Evans

B. Gabriel stated that the Senate meeting 2016-17:25 open session was adjourned at 4:19pm

MINUTES SUBMITTED TO:



Carlos Gomez, Chair of the Senate

7/27/17

Date

MINUTES APPROVED AT SENATE 2016-2017: _____25_____



Jennifer Taylor, Administrative Assistant, Facilities Management

7/27/17

Date