



# ASI Senate Meeting

## Minutes

2017-2018:04 Thursday, August 24, 2017, 3:00PM–5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Carlos Gomez called Senate 2017-2018:04 to order at 3:02pm

#### B. Quorum Check

##### 1. Voting Members:

Carlos Gomez, Vice President, Chair  
Farris Hamza, President  
Catherine Kavianian, Agriculture Senator  
Courtney Yu, Business Senator – **Excused Absent**  
Vacant, CEIS Senator  
Cameron Pastrano, CLASS Senator  
Paulina Stein, CCHM Senator – **Excused Absent**  
Itzia Salinas, ENV Senator  
LeQuan Hobson, Engineering Senator – **Excused Tardy**  
Isaiah Durden, Science Senator  
Elizabeth Marquez, Senator-At-Large (MCC)  
Rachel Hunter, Senator-At-Large (SIC)  
Noah Tonies, Senator-At-Large (Greek)  
Pasindu Senaratne, Senator-At-Large (IHC)

##### 2. Advisors:

Dr. Thomas Cruz-Soto Jr., University Advisor  
Dr. Liz Roosa Millar, ASI Executive Director

##### 3. Non-voting Liaisons:

Joshua Ebner, Attorney General  
Kellie Pinedo, Treasurer – **Excused Tardy**  
Jonathan Puthoff, Academic Senate Rep.  
Monika Salazar, Staff Council Rep. – **Absent**  
Melissa Riordan substituting for Andrea DeCoudres, Alumni Association Rep. – **Absent**  
Vacant, Bronco Athletics Association Rep.

#### C. Approval of Minutes

1. Rachel made a motion to approve the minutes for the August 10, 2017 Senate meeting, seconded by Cameron
2. Carlos called the vote: 10/0/0, motion passed

#### D. Agenda Changes

1. Carlos requested to change Action Item A – adding two BEAT Programming Chairs: Ingrid Mata and Izabella Latrach. He also requested to change Information Item A2 – ASI Fall-Kick Off will only be on Friday, September 15, 2017

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2. Farris made the motion to approve the agenda change, seconded by Elizabeth
3. Carlos called the vote to approve the agenda as amended: 10/0/0, motion passed

### E. Financial Status

1. No financial status update since last Senate meeting on August 10, 2017

### F. Introduction of Guests

- |                     |                     |
|---------------------|---------------------|
| 1. Sharon Rocacorba | 5. Cathy Neale      |
| 2. Barny Peake      | 6. Alexis Adkins    |
| 3. Krista Smith     | 7. Katie Richardson |
| 4. Carol Lee        | 8. Gustavo Callejas |

### G. Reports

1. ASI Executive Director – Dr. Liz Roosa Millar (attachment)
  - a. Campus Recreation Updates
  - b. Children’s Center Updates
  - c. Student Activities and Programs/BEAT Updates
  - d. Bronco Student Center Updates
2. ASI Advisor – Dr. Thomas Cruz-Soto Jr. – No report
3. Academic Senate Representative – Jonathan Puthoff – No report
4. Senator Pro-Tempore – Catherine Kavianian – No report
5. Attorney General – Joshua Ebner – No report
6. President – Farris Hamza (attachment)
  - a. Student Government Activities
  - b. Policy Agenda & Designated Priorities for Cabinet Updates
7. Vice President – Carlos Gomez (attachment)
  - a. CSSA Committee Update
  - b. Senate Agenda Items
  - c. Campus Open House
8. Senate Reports
  - a. Environmental Design Senator – Itzia Salinas
    - i. ENV Council had their retreat this weekend, and they’re looking to conclude an agenda/project for them for this year
  - b. Agriculture Senator – Catherine Kavianian
    - i. AG Council just met last week, and they discussed about having their Fall Event on September 16<sup>th</sup> to meet with all of the e-board members of all of the clubs associated within the College of Agriculture. This is more of an informative, welcome session, and they will be going over Robert’s Rules, participating, how the meetings will be run, and other stuff like that
  - c. Senator-at-Large (Greek) – Noah Tonies
    - i. Introduced himself to the Senate. Third year at Cal Poly Pomona as an Aerospace Engineering major. Active member of Phi Kappa Tau, and is the chapter’s Scholarship Chairman

### H. Open Forum

1. There were no speakers

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### I. Special Presentation

1. (Time Specific – 3:15pm) Documenting Student Life – Presented by Katie Richardson, Special Collections Librarian/Archivist, and Alexis Adkins, Archivist for Special Collections and Archives
  - a. Katie and Alexis gave a presentation, *Documenting Student Life at Cal Poly Pomona*, to provide an overview of the Special Collections and University Archives department. The PowerPoint presentation is saved on the SAN for everyone's reference
  - b. Catherine inquired about the process of providing archives to the department
  - c. Katie and Alexis stated to contact the department about any materials, and they will take a look at them and go through them. They then will decide what should go to the university archives, or what shouldn't. A transfer form will be filled out to have documentation that it has been transferred to the university archives. University archives will process it – which entails the descriptions, placing them in acid-free boxes/folders, and creating a finding-aid for researchers around the world. Inactive materials should be submitted, not actively used materials

### II. ACTION ITEMS

#### A. Confirmation of Appointed Positions – BEAT Chair Appointees

1. Michael Burckhardt, Assistant Secretary of Programs & Services
  - a. Farris spoke on Chau Mai Hua's, Secretary of Programs and Services, behalf as her appointee for this position
  - b. Motion made by Isaiah, seconded by Elizabeth – Vote: 10/0/1, motion passed
2. Serina Molano, BEAT Music Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by Rachel, seconded by Noah – Vote: 11/0/0, motion passed
3. Angel Perez, BEAT Music Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by Catherine, seconded by Rachel – Vote: 11/0/0, motion passed
4. Isabella Juarez, BEAT Outreach Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by Catherine, seconded by Farris – Vote: 11/0/0, motion passed
5. Alejandra Rios, BEAT Outreach Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by LeQuan, seconded by Rachel – Vote: 11/0/0, motion passed
6. Brian Espinoza, BEAT Programming Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by Cameron, seconded by LeQuan – Vote: 11/0/0, motion passed
7. Sean Quilatan, BEAT Programming Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by Catherine, seconded by Rachel – Vote: 11/0/0, motion passed
8. Madeline Sin, BEAT Programming Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by Farris, seconded by Rachel – Vote: 11/0/0, motion passed
9. Ingrid Mata, BEAT Programming Chair
  - a. Farris spoke on Chau's behalf as her appointee for this position
  - b. Motion made by Cameron, seconded by Elizabeth – Vote: 11/0/0, motion passed

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### 10. Izabella Latrach, BEAT Programming Chair

- a. Farris spoke on Chau's behalf as her appointee for this position
- b. Motion made by Noah, seconded by LeQuan – Vote: 11/0/0, motion passed

## B. Nominations and Election of Senators to ASI Committees

### 1. ASI Executive Committee

- a. Carlos stated that this ASI Executive Committee shall handle the interim policy-making decisions that are time-sensitive when the ASI Senate is unable to meet and have quorum. The ASI Senate shall be informed about the ASI Executive Committee's decision at the next scheduled Senate meeting
- b. Minimum of three elected senators
- c. A brief discussion took place about the ASI Executive Committee
- d. Carlos opened the floor for nominations
  - i. Isaiah nominated himself
  - ii. Rachel nominated herself
  - iii. Elizabeth nominated herself
- e. Farris called the motion to elect Isaiah, Rachel, and Elizabeth to the ASI Executive Committee, seconded by Cameron
- f. Carlos called the vote – 11/0/0, motion passed

### 2. ASI Facilities and Operations Committee

- a. Carlos stated that the ASI Facilities and Operations Committee, which is a recommending body to the Senate, shall formulate all policy in regard to operational use, funding, oversight, and operation of ASI-administered facilities. It shall also serve to develop programs and services, and provide a channel for student ideas in the administration of facilities and operations
- b. Needs three elected senators, and Catherine Kavianian, Senator Pro-Tempore will be chairing this committee
- c. Will be meeting on Fridays from 11:00am-1:00pm on September 27, October 11, November 1, November 15, and November 29 for fall quarter
- d. Carlos opened the floor for nominations
  - i. Carlos nominates Paulina, she had confirmed with Carlos prior to the meeting that she would like to accept his nomination
  - ii. Itzia nominated herself
  - iii. LeQuan nominated himself
- e. Catherine called the motion to elect Paulina, Itzia, and LeQuan to the ASI Facilities and Operations Committee, seconded by Elizabeth
- f. Carlos called the vote – 11/0/0, motion passed

### 3. ASI Finance Committee

- a. Carlos stated that the ASI Finance Committee, which is a recommending body to the Senate, shall act upon all financial policies, and ASI budget requests. The Committee shall have fiscal oversight and budget hearing functions
- b. Needs three elected senators, and Kellie Pinedo, Treasurer will be chairing this committee
- c. Will be meeting on Fridays from 10:00am-11:50am on October 13, October 27, and November 17 for fall quarter

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- d. Carlos opened the floor for nominations
    - i. Rachel nominates herself
    - ii. Pasindu nominates Courtney, she had confirmed with Pasindu prior to the meeting that she would like to accept his nomination
    - iii. Elizabeth nominated herself
    - iv. Pasindu nominated himself
  - e. Carlos asked each nominee to speak on their behalf, and spoke on Courtney's behalf
  - f. Carlos called the vote:
    - i. Rachel 4 votes
    - ii. Pasindu 8 votes
    - iii. Elizabeth 10 votes
    - iv. Courtney 11 votes
4. ASI Rules and Policies Committee
- a. Carlos stated that the ASI Rules and Policies Committee, which is a recommending body to the Senate, shall recommend all rules and policies governing ASI, and all authorization resolutions
  - b. Needs three elected senators, and Joshua Ebner, Attorney General, will be chairing this committee
  - c. Will be meeting on alternating Fridays from the ASI Finance Committee, from 10:00am-11:50am on September 29, October 13, October 27, and November 17 for fall quarter
  - d. Carlos opened the floor for nominations
    - i. Cameron nominated himself
    - ii. Rachel nominated herself
    - iii. Farris nominated Noah, he declined
  - e. Carlos requested for everyone to look at their fall schedules and see whether they are able to attend
  - f. Carlos closed the floor for nominations
  - g. Itzia called the motion to elect Cameron and Rachel to the ASI Rules and Policies Committee, seconded by Elizabeth
  - h. Carlos called the vote – 11/0/0, motion passed
5. ASI Sustainability Committee
- a. Gustavo Callejas spoke on Martha Rosario's, Secretary of Sustainability, behalf on the ASI Sustainability Committee, and how it will facilitate the education of students, staff, and faculty regarding environmental sustainability and develop sustainable practices at Cal Poly Pomona. It will organize programs to raise awareness about environmental issues, and will collaborate with the University and local community resources to support student organizations in the development and implementation of sustainable projects and events with the purpose of creating a more environmentally friendly campus
  - b. Needs three elected senators, and Martha Rosario, Secretary of Sustainability, will be chairing the committee
  - c. Will be meeting on Tuesdays from 12:30pm-2:30pm on October 4, October 18, October 25, November 8, and November 22
  - d. Carlos opened the floor for nominations

- i. Itzia nominated herself
- ii. Isaiah nominated himself
- iii. Carlos noted that prior to the meeting, Courtney would like to nominate herself
- iv. Carlos also stated that prior to the meeting, Paulina would like to nominate herself
- e. Carlos asked each nominee to speak on their behalf, and spoke on Courtney's behalf and Paulina's behalf
- f. Carlos called the vote:
  - i. Itzia 11 votes
  - ii. Isaiah 11 votes
  - iii. Courtney 0 votes
  - iv. Paulina 0 votes

6. ASI Governmental Affairs Committee

- a. Gustavo spoke about the ASI Governmental Affairs Committee, which is a recommending body to the Senate, shall serve as the body which educates ASI and the students on governmental relation needs including, but not limited to, the coordination of strategies to inform and engage students on advocacy efforts within the local, state, and federal levels
- b. Needs three elected senators, and Gustavo Callejas, Secretary of External Affairs, will be chairing this committee
- c. Will be meeting on Fridays, from 2:00pm-4:00pm on September 29, October 27, November 17, and December 1 for fall quarter
- d. Carlos opened the floor for nominations
  - i. LeQuan nominated himself
  - ii. Noah nominated himself
  - iii. Cameron nominated himself
- e. Farris called the motion to elect LeQuan, Noah, and Cameron to the ASI Governmental Affairs Committee, seconded by Rachel
- f. Carlos called the vote – 11/0/0, motion passed

III. DISCUSSION ITEM

A. 2017-18 Policy Agenda

- 1. Presented by Farris Hamza, ASI President, and Carlos Gomez, ASI Vice President
  - a. Farris and Carlos gave a presentation, *2017-18 Policy Agenda*, to provide a draft and general overview of the six goals set by this year's administration. The PowerPoint Presentation is saved on the SAN for everyone's reference
  - b. Goal I: Promoting Student Advocacy
    - i. Advocating for policies and practices that benefit students at the local, state, and federal levels
    - ii. **Objective:** In order for ASI to successfully utilize the Governmental Affairs Committee, each component of the committee must focus on improving student lives through successful political advocacy
      - 1. *Strategy 1: Improving voter registration practices*
      - 2. *Strategy 2: Increasing Cal Poly Pomona's presence at the local, state, and federal levels of government*

3. *Strategy 3: Developing stronger connections to the University and the student population through outreach efforts*
- c. Goal II: Improving ASI's Functionality
    - i. Enhancing the student experience at Cal Poly Pomona through the betterment of ASI policies, practices, and facilities
    - ii. **Objective:** If ASI is to continue our support of the students, there needs to be upgrades to key components of Associated Students Incorporated. Through enhancements to facilities, students will be provided a more comfortable and accessible environment. Changes to policy and practices will allow student organizations easier access to resources
      1. *Strategy 1: Efficacy of ASI Policies*
      2. *Strategy 2: Evaluation of the Bronco Student Center*
      3. *Strategy 3: Developing stronger connections internally within ASI Student Government*
  - d. Goal III: Seeking Additional Funding
    - i. Through the increase of additional funding, the University will be able to improve education experiences, renovate outdated facilities, and increase student success
    - ii. **Objective:** In response to State budget allocation and the recent tuition increase, ASI will begin its outreach efforts to external organizations and individuals. Through these relationships ASI will be able to better support the student body
      1. *Strategy 1: Develop a partnership with the Department of University Advancement*
      2. *Strategy 2: Increase ASI activity in seeking donors for the organization*
  - e. Goal IV: Improving Organizational Advertising
    - i. Improving outreach options for the University, ASI, Councils, and clubs on campus
    - ii. **Objective:** Through the implementation of different forms of marketing, ASI intends to assist with the promotion of events, opportunities, and important information to the student body from any registered organization on Cal Poly Pomona's campus
      1. *Strategy 1: Enhance MyBAR to satisfy student demands*
      2. *Strategy 2: Increase digital media exposure*
  - f. Goal V: Preparing for Semester Conversion
    - i. Expanding the student body's knowledge of what Semester Conversion entails
    - ii. **Objective:** Through partnership with the University, ASI will work with students who will be experiencing the quarter to semester conversion for the 2018/2019 academic year so they will be prepared and aware of what will happen to them
      1. *Strategy 1: Partner with the University to determine the status of Semester Conversion*
  - g. Goal VI: Addressing Campus Food Insecurity

- i. Increasing the affordable food options on campus to ensure that students have access to healthy and nutritious meals that contributes to their academic and personal success
- ii. **Objective:** Implement successful programs that have proven to satisfy the issue of food insecurity on other CSU campuses. In addition, ensuring the food being provided to the students satisfies the requests of healthier food as surveyed by Foundation Dining Services in the 2016/2017 Fiscal Year
  - 1. *Strategy 1: Continue the development on the Bronco Food Pantry*
  - 2. *Strategy 2: Increase accessibility of EBT card access throughout the campus*
  - 3. *Strategy 3: Improve the campus dining experience*
- h. Cameron asked about Goal V: Preparing for Semester Conversion, will the Senators receive training to talk to the councils, or who will be talking to students about the upcoming semester conversion?
  - i. Carlos stated that a game plan needs to be established – are the Senators meeting with their Deans? Are they meeting with their College Representatives that are a part of the Steering Committee?
  - ii. Barny said the university is looking for opportunities to notify students of the semester conversion. The first Friday of classes, September 22<sup>nd</sup>, they will have advisors available in the BSC, and the university is making a major push this fall and winter to make sure everybody is prepared
  - iii. Barny wants the Senators to contact him, Farris, or Carlos to connect the Councils with the resources available on campus
  - iv. Farris noted that the Secretary of Education’s primary focus this year is on the semester conversion. He will consistently be receiving information about the semester conversion, what needs to be done, how courses are being spread out, etc.
- i. Elizabeth asked about Goal VI: Addressing Campus Food Insecurity, and the EBT accessibility – EBT cash and EBT food – will it be both or just one?
  - i. Farris stated that it will be more focused on food on campus, like Panda Express, Hibachi-San, Subway, and so on. The Secretary of Sustainability will be working on this
- j. LeQuan wanted to know who will be providing the funding of the EBT accessibility at the food campuses on campus, versus off-campus locations that is not EBT accessible
  - i. Farris clarified that the intention is having the Foundation and Dining Services be the ones to supplement the costs of implementing the program. He will look deeper into it and give a more definite answer
  - ii. Carlos added that the restaurants is something they are looking into as well but the initial focus right now is on the market-type places, such as PolyVista and Pony Express, and hopefully everything will be EBT accessible at a later time
- k. Rachel asked if there will be a presentation on the development of the food pantry, such as what has been done, and how it will still be developed
  - i. Farris discussed how Barny is looking into creating a task force for the food pantry and how the policy will be sculpted



- ii. Carlos referred for everyone to look into the SAN or online for the Poly Pantry's Senate Bill from 2015-16. Some information included are the goals, direction they wanted to go, etc.
- l. Liz asked if it is possible to change the name from the Poly Pantry to the Bronco Food Pantry
  - i. Farris and Carlos noted that amendments can be made to the Senate Bill
- m. Thomas asked about Goal III: Seeking Additional Funding, and if ASI keeps a database of alumni, or anything that is tagged that shows ASI alumni
  - i. Carlos believes there is a database, as last year there was a position change in MDPH that will now include alumni outreach
  - ii. Alumni Relations has a more updated Excel file
- n. Thomas inquired about the strategic-fundraising with alumni, and if an endowment can be set up long-term, where it is funded through dining services, but paid with the endowment for the food pantry
  - i. Farris discussed how they want to supply the items to the food pantry through the formation of partnerships, as the Grocers Association of California and El Super Food, so they would be donating any foods and supplies to make sure it is always well-stocked
- o. Thomas wondered if it would be possible to include the corporate entities on-campus to donate to the food pantry
- p. LeQuan asked about Goal V: Preparing for Semester Conversion, and how exactly ASI will be assisting the university with the semester conversion
  - i. Farris explained that semester conversion is now something the university is committed to, and now it is more about spreading the word about it. This goal is more focused on outreach, such as the senators going to their Councils and speaking to the clubs, or going directly to the clubs and speaking to them about semester conversion. Spreading the outreach to the Outreach centers, Cultural centers, University Housing – wherever students gather to spread this information
  - ii. Carlos wants to maximize the outreach to the student population

#### IV. INFORMATION ITEMS

##### A. Save the Date

1. Student Leader Retreat, Wednesday September 6 – Friday September 8, 2017
  - a. Starts at 9:00am Wednesday September 6
  - b. Retreat will end at 5:00pm Friday September 8
2. ASI Fall Kick-Off, Friday September 15, 2017
  - a. One-day event
  - b. Schedules will be distributed once they have been received
  - c. Farris requested that this event is a mandatory event for ASI Student Government because this is the one day of the year where all of ASI – pro-staff, student-staff will be together in one space
  - d. 8:30am is the start time

##### B. Foundation Committee Information

1. Dr. Soraya Coley's memorandum noted that the Cal Poly Pomona Foundation, Inc., Bylaws state that, "the twenty-four (24) Directors of this corporation shall be drawn from the membership of the faculty, administration, staff and students of the

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University and community...". She is requesting the names of two student representatives, one of which is Farris, to serve as representation on the Foundation Board of Directors

- a. This position requires a two-year commitment, starting on October 3, 2017 and ending on June 30, 2019
- b. The committees that the person appointed will be sitting on are the Personnel Committee and the Audit Committee
- c. Board of Directors meets four times a year (October 3, 2017; November 28, 2017; February 13, 2018; and May 28, 2018 from 2:00pm-4:00pm at Kellogg West) and the committees will meet as needed
- d. Cannot be a member of the ASI Finance Committee
- e. Cannot be appointed to the Foundation Committee if graduating in 2018
- f. Can be elected or appointed student leader, or a student-at-large
- g. Farris will appoint and make recommendation to Dr. Soraya Coley directly

**V. PRELIMINARIES**

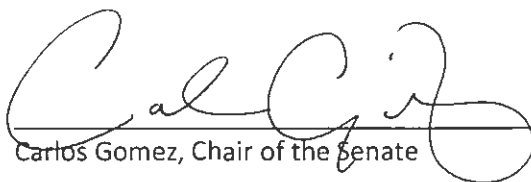
I. Special Presentation

- 1. ASI & BSC Budget Overview and ASI & BSC Reserve Accounts – Presented by Carol Lee, Director of Financial Services
  - a. Carol Lee gave a presentation, *ASI & BSC Budget Overview and ASI & BSC Reserve Accounts*, to provide an overview of the ASI and BSC budgets. The PowerPoint presentation and notes are saved on the SAN for everyone's reference

**VI. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, September 21, 2017, 3:00PM–5:00PM in England Evans
- B. Carlos stated that Senate meeting 2017-18:04 was adjourned at 4:53pm

**MINUTES SUBMITTED TO:**

  
\_\_\_\_\_  
Carlos Gomez, Chair of the Senate

9/21/17  
\_\_\_\_\_  
Date

MINUTES APPROVED AT SENATE 2017-2018: 05

  
\_\_\_\_\_  
Michelle Sims, Temp. Administrative Assistant

09/21/17  
\_\_\_\_\_  
Date