



Rules and Policies Committee Minutes

2016-2017:13 Friday, May 12, 2017, 3:00PM – 5:00PM, BSC, Senate Chambers

I. Preliminaries

- A) Call to Order at: 3:16pm
- B) Quorum Check:

X Brandon Whalen, Attorney General, Chair

Voting Members:

- X Carlos Gomez, Senate President Pro-Tempore, Vice Chair
- Uriah Sanders, President **Unexcused Absence**
- X Gabriel Smith, Vice President
- Gabi Sedano, CEIS Senator **Unexcused Absence**
- X Danielle Camarella, Business Senator
- Steven Zhang, CLASS Senator **Unexcused Absence**

Advisors:

- X Cora Culla, ASI Executive Director Excused
- X Dr. Susan Ashe, Director of Student Conduct & Integrity

Liaison:

- X Karen Tu, Treasurer

- C) Approval of Minutes
 - 1) Quorum was not met minutes were not approved
- D) Agenda Changes
 - 1) There were no agenda changes
- E) Introduction of Guests
 - 1) Cathy Neale, ASI Marketing, Associate Director of Marketing & PR
- F) Reports
 - 1) ASI Attorney General, Chair - Brandon Whalen
 - a. Brandon reported that in his research he found that mistakenly they violated a Senate Bill for Guidelines & Procedures. He noted it was Senate Bill 2015-16:23 under that provision that all proposed Senate Bills shall be submitted to the Rules & Policies Committee for discussion in recommendation to the ASI Senate. Brandon shared this violation is in regards to The Food Pantry Bill.
- G) Open Forum
 - 1) There were no speakers

II. Action Item

Action Items A, B and C were not taken action on because quorum was not met, but Brandon still reviewed each item

- A) ASI Reserves Policy
 - 1) Brandon shared the following amendments made to the ASI Reserves Policy:
 - a. Reserve II will stay as recommended instead of being required
 - b. Reserve III keep strikeout, *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.*
 - c. Reserve III will stay as recommended instead of being required

- 2) Cora suggested Reserve III funding should be raised back to \$200,000 or increased to \$300,000. Her reasoning for this suggestion was because Special Projects require more than \$100,000 and performer rates are very high.
 - a. Cora suggested raising the recommended funding level for Reserve I to \$300,000, Reserve II \$300,000 and Reserve II \$200,000.
- B) Inter-Council Board Code
- 1) Brandon noted the only change made to the Senate Bill was in Section II. Composition to include all ASI Council Presidents as voting members.
- C) Finance Committee Code
- 1) Brandon shared the following amendments made to the Finance Committee Code:
 - a. Section II. Composition sub-section B. v. *quarter* was struck out and replaced with *year*
 - b. Section II. Composition sub-section E. Quarterly Elections was struck out
 - c. Section IV. sub-section ii. Brandon raised a question about *The budget request shall be submitted no later than 45 days prior to the scheduled program/event to be funded.*
 - i. Brandon wanted clarification regarding the 45 day submittal deadline and the subsequent sentence that follows in that same section.
 - ii. Brandon and Karen agreed to discuss any further changes to this section
 - iii. Susan recommended that 45 days should be changed to business days and overall be changed to 30 business days
 - d. Section IV. sub-section iv. *at least four (4) business days prior to the meeting date.*
 - i. Susan noted that due to Gloria Romero this should be three (3) business days and the committee agreed

III. Discussion Item

- A) Revised ASI Corporate Brand Identity Policy
 - 1) Cathy discussed the ASI Corporate Brand Identity Policy she noted the current policy was approved by Senate in May 2015.
 - 2) Cathy read and discussed the purpose and scope within the policy
 - a. Cathy read discussed the changes within the policy of the document and noted the strike outs are being moved to the ASI Graphic Standards Manual.
 - b. Cora noted that overall this was to condense the policy and remove the procedural aspects and put them in the graphic standards manual.

IV. Adjournment

- A) Next Rules and Policies Committee Meeting: Tentatively Friday, May 19, 2017 from 4:00pm-5:00pm
- B) Meeting was adjourned at 4:22pm