MEMORANDUM

Date: January 30, 2008

COPY: ASI Leadership Team

To: Cora M. Culla
    ASI Executive Director

From: C.K. Fong
    ASI Director of Business Services

Re: CSU Compliance Audit Finding on Corporate Governance and Recommended
    ASI By-Laws Change

In the recent CSU Compliance Audit, there was a corporate governance finding by the auditors. They made the following recommendation and shown below is our campus response:

Recommendation 18

We recommend that the ASI update public meeting procedures to reflect the requirements of the Gloria Romero Open Meetings Act.

Campus Response

We concur:

The ASI Government will update its public meeting procedures.
Estimated Completion Date: March 30, 2008

From the ASI By-Laws:
ARTICLE XXXIX - OPEN MEETING LAW

CURRENT WORDING:

Section 1 - Open Meeting Law. For all purposes, the current and applicable California Open Meeting Law shall be the controlling law and shall take precedence over any other ASI government public meeting policy.

Mark Bookman, ASI Legal Counsel, has reviewed the audit recommendation. He suggests that we simply need to replace “CA Open Meeting Law” with “Gloria Romero Open Meetings Act”. Furthermore, this is a non-substantive change to the ASI By-Laws.
ARTICLE XXXIX - OPEN MEETING LAW

Section I - Open Meeting Law. For all purposes, the Gloria Romero Open Meetings Act or if replaced, its successor act, shall be the controlling law and shall take precedence over any other ASI government public meeting policy.

ARTICLE XL - AMENDMENTS

Section I - Petition. Any amendment(s) to these By-Laws may be proposed in writing by a petition signed by thirty (30) percent of the number of those voting in the previous ASI regular election and presented to the ASI President, or by a two-thirds (2/3) vote approving such an amendment(s) by the seated Senate.

Section II - Publication. Any proposed amendment(s) to these By-Laws shall be published in the student newspaper no less than two weeks prior to the election and shall be posted at the election polls, as well as reported to appropriate agencies.

Section III - Vote. Any amendment(s) to these By-Laws shall be made legal by two-thirds vote in favor of such amendments by those voting in a special or regular election held within eight weeks of the date of the presentation of the amendment to the ASI President, or of the date of approval by the Senate.

Section IV - Effective Date. An amendment(s) to these By-Laws shall become effective immediately upon ratification, or at a date specified in the amendment, following approval by the University President.

Section V - Non-substantive Change. Any non-substantive changes to these By-Laws, such as title changes and grammatical corrections, may be made with a two-thirds (2/3) vote of the seated Senate, and final approval of the University President.

ARTICLE XLI - NOTES

(a) Agency: an administrative division of ASI government that has the capacity, condition, or state of acting or of exerting power on its behalf, including executive boards.
(b) Entity: an organization that is independent, separate, or self-contained, that is under the jurisdiction of ASI, including Councils and Clubs.
(c) Authorization legislation: establishes, continues, or modifies ASI programs/activities.
(d) Spending authority: the authority to spend ASI revenue on a given program or activity.
(e) Board Senator - "Senator": ASI Senator
(f) Corporate Director: ASI staff director
(g) Executive Officer: ASI student executive officer
(h) Ex officio: a member by virtue or because of who is nonvoting.
(i) Officers: use to identify both corporate and executive officers.
(j) University Advisor: designee of the University President
(k) Seated Senators: refers to those Senators that presently occupy a senatorial office.
(l) Executive Order: This is a written order issued by the ASI president, to an ASI executive officer, for the purpose of ordering such person to enforce the ASI By-Laws or other existing ASI written law.
(m) School Days: Mondays thru Fridays, excluding holidays.
ASI Senate Meeting
Minutes
2007-2008; 11 Thursday, February 28, 2008, 4:00-6:00 PM, BSC, 2nd Floor, England Evans Room

I. PRELIMINARIES

A. Call to Order
   1. Vice Chair Liana Lam called Senate 07-08:11 to order at 4:05pm

B. Quorum Check
   1. Voting Members:
      Brittany Yates, Vice President - Excused Absent
      Sabrina Meldrum, Agriculture Senator
      Adam Bell, Business Senator
      Liana Lam, CEIS Senator, Senator Pro Tempore, Chair
      Angelina Jungo, CLASS Senator
      Chris Karim, CSHM Senator – Excused Absent
      Sean del Solar, Environmental Design Senator
      Louay Fakhro, Engineering Senator
      Misa Uematsu Austin, Science Senator
      Agustin Cabrera, Senator-At-Large
      Rico Cantt, Senator-At-Large
      Hector Gonzalez, Senator-At-Large - Excused Absent
      Bernadette Piazola, Senator-At Large

   2. Ex-Officio’s:
      Chris Wyrick, President
      Chris Montoya, Attorney General
      Dustin Andolsen, Treasurer
      Cora Culla, Executive Director
      Dr. Rebecca Gutierrez Keeton, Advisor - Substitute: Reyes Luna & Dora Lee
      Dr. David Speak, (Winter Quarter) Academic Senate Rep. – Excused Tardy
      Joy Tafarella, Staff Council Rep. – Excused Absent
      Carla Hernandez, MCC Rep. - Absent
      Pano Rongakos, Greek Council Rep. - Tardy
      Harold Katzman, Alumni Rep.
      Porsche Kirksey, Athletic Rep. - Absent
      Raniel Dizon, EIC Rep. - Absent

C. Approval of Minutes
   1. There were no minutes to approve
D. Pledge of Allegiance

E. Changes to Agenda
   1. Cora Culla added Discussion Item B) Volunteer Policy
   2. Liana Lam moved Discussion Item A and Discussion Item B to be time specific before
      Action Items in consideration of C.K. Fong’s time frame in presenting

F. Financial Status — Given by Dustin Andolsen (attachment)

G. Introduction of Guests
   1. Willie Stewart
   2. Gerald Angel
   3. Scott Deano
   4. Saul Vazakas
   5. Lindsey Latham
   6. Eugene Landers
   7. C.K. Fong
   8. Powell Velasco
   9. Jeremy Botica
   10. Angie Estrada

H. Reports
   1. ASI Executive Director — Cora Culla (attachment)
      a. Recreation Center Info Campaign
         • Student vote on March 5th & 6th
         • To date a total of 80 presentations, meetings and info sessions have
           been given with 30 more scheduled by March 5th
         • Acknowledgement to Chris Wyrick, Team 2012, the ASI student leaders
           and student staff, the ASI staff and Jeff Cox for their passion and
           dedication
      b. Submission of Required Financial Plans to CSU Chancellor’s Office
         • Recreation Center, BSC and combined pro-forma statements for the
           Recreation Center and the BSC through the year 2019
         • Thanks to CK Fong, Linda Da Veliga and ASI Business Services
      c. Business Services Updates
         • Julie Gonzalez received the Student Affairs STAR Award for the 2007 Fall
           Quarter
         • The corporate tax returns have been completed and filed
         • All CSU audit recommendations will be met before the March 31, 2008
           deadline
      d. RPM Updates — refer to my report for details
         • Campus Recreation
         • Art
         • Gas Creative Group
   2. ASI Advisor — Dr. Rebecca Gutierrez Keeton — Substitute: Reyes Luna
      a. Thanks to Scott Deano for working so hard, please get people out to vote as a
         lot of energy has gone into providing a secure and accurate election
   3. Academic Senate Rep. — Dr. David Speak
      a. The Senate had a shortened meeting because they did a Budget Café for the
         Senators. The first of First Year Experience courses that was being proposed
         for inclusion in the general education failed in the Senate. This was another
project the President was interested in and is going to be complicated because of budgeting.
b. The Cal Poly Mock Trial Team qualified for national competition in Tucson last weekend and brought home three awards—congratulations to them and to Chris Montoya who did a good job of handling the challenges.

5. Alumni Rep. – Harold Katzman
   a. Our meeting was cancelled and is rescheduled for April 5th
10. Athletics Rep. – Porsche Kirksey – no report
11. President Senator Pro Tempore – Liana Lam
    a. F & O Committee meeting is tomorrow in Centaurus from 1:00 – 3:00pm
12. Attorney General – Chris Montoya
    a. R & P Committee meeting scheduled for tomorrow is cancelled as I am working on the elections code with Scott Deano. I will email you the date of the next meeting.
13. Treasurer – Dustin Andolsen
    a. The Budget Committee meeting was last Monday and six budgets were overlooked by the committee
    b. The following two budgets were approved for the maximum that the committee can approve:
        • Sigma Phi Epsilon $2,500.00
        • The Pre-Vet Club  $2,500.00
    c. For the following four budgets, the Budget Committee is required to submit a recommendation for the Senate at the next Senate meeting on March 13, 2008. The amount of the recommendations are listed below:
        • Club Managers Association of America $10,626.00
        • Learning Resource Center $11,500.00
        • National Society of Black Engineers $12,302.00
        • The Political Science Club  $3,693.00
d. All six of the budgets listed do impact the accounts as of right now, even though they are in transit or just pending, that’s why the account is down
14. President – Chris Wyrick
    a. Brittany Yates asked me to mention in her absence:
        • ASI is co-sponsoring with Students for Quality Education an event called Drum Circle on March 5th & 6th regarding CSU budget cuts
        • We are also partnering up with Councils to give presentations regarding budget cuts – let your councils know to have clubs also attend these
    b. On March 5th & 6th I will need your help to encourage students to go to the polls and vote on the Rec Center referendum. Please wear your Rec Center shirt and pass on to your councils the following:
        • Students can vote at any polling location on campus
• There are three easy steps: Bronco ID card, sign your name and check the ballot
It is your responsibility as Senators to motivate the students to go out and vote on this, regardless of how they vote. I consider that your duty, it’s my duty, it’s all of ASI’s duty.
c. **Cora Cullia added:** It’s important that students bring their Bronco ID card to swipe it first in order to be able to vote. Also, unlike previous elections, you do not have to go to a designated polling location, but can go to any of the six polling locations to vote.
d. **Sean del Solar asked:** Can we provide the architecture studio, who is isolated across campus, an easier access to voting on campus?
e. **Reyes Luna responded:** To add a polling location now would be in violation of the required 30 day notice of all polling locations mandated by executive order. I will note that this is a good point to consider for the ASI general election.
15. Vice-President – Brittany Yates – no report
16. Senate Reports
   a. Adam Bell, Business Senator (attachment)
      i. I wanted to bring to your attention the flyer entitled *Where Your CPP Textbook Dollar Goes* with the chart on the back labeled, College Textbook Transparency Act regarding the cost of textbooks. It shows where all the money goes. I will be sending out an email with information regarding legislation to put together a textbook affordability audit that’s going through the state of California and some national organizations.
      ii. One of our clubs, Students in Free Enterprise, is hosting an event on Wed., March 5th in Ursa Major A from 6-8:00pm and I wanted to invite everyone.
      iii. Please ask Council Senators to remind their Club members about flyer courtesy – regarding the removal or covering up someone else’s flyer within a few days of initial placement.
   b. Bernadette Plazola, Senator-At-Large/InterHall Council (attachment)
      i. IHC Elections – held new elections for the e-board for next year and the president-elect will attend tonight’s meeting.
      ii. Rec Center Presentations – we’ve had several and I asked the IHC Senators, their program councils and peers for feedback and there appears to be a 50/50 response on the issue.
      iii. Next IHC Meeting – March 5th at the Suites with an ASI presentation.
   c. Angelina Jungo, CLASS Senator
      i. Women’s Herstory Flyers are out.
      ii. CLASS Council Meeting – I missed it, but I spoke to the e-board, and what I’m hearing is concern about construction on the proposed Rec Center particularly from the Kinesiology Dept. and the Dance Dept. They’re not sure about their space allocation and how it’s going to work. We should look into this feedback.
      iii. **Chris Wyrick responded:** Please go to the website – don’t hesitate to
educate students about misinformation. It’s clearing the air for students to make an informed decision.

iv. **Cora Culla added**: We’ve been hard at work scheduling multiple meetings with KHP, Athletics and Dance. We’ve invited representatives from the Dean’s office, Chris Chisler from Student Affairs and Lisa Rotunni, in charge of Academic Resources and programming academic space on campus. ASI has assured these impacted departments that, in terms of space, we would keep their department whole. Cora explained the details of the construction of temporary facilities and remodeling and that some questions are not completely answered yet but are still being worked on.

d. Louay Fakhro, Engineering Senator (attachment)
e. Misa Austin, Science Senator (attachment)
f. Sabrina Meldrum, Agriculture Senator (attachment)

I. Open Forum

1. **Gerald Angel** — There is legislation on the statewide ballot in November regarding CSU fees and getting classes called Tuition Relief Now. I sent you an email with the website, it is worth your time to access it.

2. **Willie Stewart** — There is a new program called Cal Poly Pomona Early Educator Recruitment (CPPEER) funded by Los Angeles Universal Preschool Workforce Initiative Program, which also funded one or our grants. We are working in collaboration with Mt. San Antonio College, Pomona Unified School District, high schools, Cal Poly Liberal Arts Studies Dept. and Dr. Stephen Bryant directly. We’re hoping to accomplish the recruitment of students to early childhood education and provide funding for them, workshops, tuition assistance, books, etc. Please share this information and more pamphlets are available.

3. **Cora Culla** — I would like to add to my earlier comments on the proposed Rec Center regarding the work we’ve been doing with the impacted departments. We have a Memorandum of Understanding that demonstrates the sincerity of ASI in terms of how we are seriously attempting to mitigate the construction impacts of the project. The MOU outlines what we are doing before, during and after construction for every impacted department. The document is probably 70% completed.

4. **Angie Estrada** — The Outreach Tour is going to the next event level over last year!
   - Thursday, April 10th from 11:00 – 1:00pm (Set-up about 1 ½ hour before)
   - At this event we want to provide space for every council, their clubs and also the different parts of ASI
   - We want to give students the opportunity to meet their student leaders and to realize that the councils are connected to ASI through the funding
   - I would like feedback from all of you as to including all of the other departments of ASI (such as Games Room C & E, Business Services, etc.) so that students learn everything we represent
   - We are already working on posters and per Cora’s suggestion I will email the ASI Departments regarding the expectations for this event

5. **Liana Lam** — BEAT Announcements:
   - Strictly Sessions – Ursa Major, tonight from 6:30 – 10:00pm
II. DISCUSSION ITEMS

Cora Culla stated that the University has requested that ASI move up the compliance of the audit recommendations from March 31, 2008 to February 29, 2008 so that they have the information for the March Board of Trustees meeting. The ASI staff has worked very hard to put these policy documents together. Due to the time constraints, she would like to submit them to the Senators for a 2/3 vote to move them up to Action Items today.

A. Procurement Policy Revision – (attachment with Senator’s email amendments included)
   1. Cora Culla explained that this is an attempt to consolidate the procurement process and comply with the audit recommendation to be more specific in the policy. C.K. Fong has included the legal basis for the policy recommendation and has extracted information from Smart Spending in terms of our guidelines for:
      - Purchase Orders
      - Formal Bidding
      - Sole-Sourcing
      - Vendor and Contractor Files
      - Capital Outlay & Capital Purchases
   2. Cora Culla and C.K. Fong explained specific details of the policy documents and answered questions
   3. Adam Bell motioned to move Discussion Item A to Action Item A, seconded by Louay Fakhr
   4. Liana Lam called for a 2/3 vote to move Discussion Item A to Action Item A
   5. Motion is approved by a hand count of 8/1/0
   6. Adam Bell motioned to approve the Procurement Policy Revision pending the modifications of discussion today via email at a later time to be approved by the Senate
   7. Liana Lam called a vote, motion passed by voice count with amendments provided by the ASI Senate

B. Volunteer Policy – (attachment with Senator’s email amendments included)
   1. Cora Culla explained that the ASI Senate passed a resolution a few years ago that included all volunteers in the Worker’s Compensation Policy. She and C.K. Fong decided to propose a comprehensive volunteer policy that includes pieces of that previous Senate Resolution and also the documentation of what was passed by the Personnel Review Committee.
   2. C.K. Fong explained that there was a finding by the internal auditors last year. They recommended that ASI implement policies and procedures that address the administration of the student volunteers. The objective of this policy is to do that. Senate Resolution 2004-05:05 is quoted as a legal basis for this policy.
3. C.K. Fong and Cora Culla explained the guidelines of the policy and answered questions.
4. Sean del Solar motioned to move Discussion Item B to Action item B, seconded by Angelina Jungo
5. Liana called for a 2/3 vote to move Discussion Item B to Action Item B
6. Motion is approved by a hand count of 9/0/0
7. Sean del Solar motioned to approve the Volunteer Policy amended to include the: clear definition of duties, the consolidation of bullet points including minors, and coordinating it with the University’s Risk Management Department if necessary, seconded by Angelina Jungo
8. Liana Lam called a vote, motion passed by voice count with amendments provided by the ASI Senate

III. ACTION ITEMS

A. Referenced above under Discussion Item A

B. Referenced above under Discussion Item B

C. Non-Substantive Change to ASI By-Laws
   1. Adam Bell motioned to open, seconded by Rico Cantt
   2. Cora Culla stated that this item was discussed at the last Senate meeting and that she and C.K. Fong were open to questions
   3. Liana Lam called a vote, motion passed by voice count

D. Children’s Center Parent Handbook Revisions – (attachment)
   1. Adam Bell motioned to open, seconded by Rico Cantt
   2. Chris Montoya stated that this item can go to a vote
   3. Liana Lam called a vote, motion passed by voice count

E. ASI Senate Resolution 2007-08:02 – Student Fee Increases – (attachment)
   1. Adam Bell motioned to open, seconded by Rico Cantt
   2. Chris Wyrick explained that changes from the last meeting are reflected in the resolution attachment, answered questions and accepted suggestions
   3. Rico Cantt motioned to approve as amended, Senate Resolution 2007-08:02, seconded by Adam Bell
   4. Liana Lam called a vote, motion passed by voice count

IV. INFORMATION ITEM

A. Up til’ Dawn Presentation – Presented by Jeremy Botica (attachments)
   Jeremy Botica, the Greek Council President, introduced the non-profit event to raise money for St. Jude’s for children called Up til’ Dawn. It is a letter writing campaign:
   - April 9th from 6:30 – 10 or 11:00pm
   - It occurs on 200 campuses nationwide and includes music, a DJ, food and T-shirts
   - You register a team which consists of 6 people (including a captain)
• Pay $30 which pays for your shirt and food
• We’re asking for 50 letters per person, which means that you bring 50 addresses with you to the event and sit and address letters
• Raffle tickets are handed out according to number of letters written and a Video I-Pod is one of the final prizes
• The flyer will be emailed to Rico Cantt and you can request it from him
• We would like to see this become a campus-wide event, so if you would like me to present to your council let me know by email: jabotica@csupomona.edu
• Chris Wyrick offered to sponsor ASI teams and stated it was a lot of fun last year

At 5:55pm Liana Lam called for a motion to extend the meeting until 6:20pm
Motioned by Adam Bell, seconded by Angelina Jungo

V. EXECUTIVE SESSION

A. Action Items
   1. Approved the Change in Employer Contributions for Dental and Vision Insurance
   2. Approved the Job Description – Tutor (Children’s Center)
   3. Approved the Job Description – Executive Assistant

B. Discussion Item
   1. Discussed the Job Description – Project Assistant

VI. ADJOURNMENT

A. Next Senate Meeting will take place on Thursday, March 13, 2008, 4:00 – 6:00pm in the England Evans Room
B. Senate Meeting 2007-08:11 was adjourned at 6:07pm

MINUTES SUBMITTED TO:

[Signature]
3/20/08
Liana Lam, Vice Chair of the Senate
Date

MINUTES APPROVED AT SENATE 2007-2008: [Signature]
3/14/08
Vicki Jackson, Administrative Assistant
Date
I am planning to send this off to Kathy, we have completed and provided status on the following open items:

CORPORATE GOVERNANCE

Recommendation 18

We recommend that the ASI update public meeting procedures to reflect the requirements of the Gloria Romero Open Meetings Act.

Campus Response

We concur:

The ASI Government has updated its public meeting procedures. Refer to Attachment of ASI Memo – Corp Governance Approved by ASI Senate on February 28, 2008.

Completed: February 28, 2008

FISCAL COMPLIANCE

Recommendation 19

We recommend that the ASI maintain documentation evidencing the need for reserves related to capital acquisition and replacement.

Campus Response

We concur:

The ASI has reviewed our reserve documentation for capital acquisition and replacement and update it for current and future projected requirements. Refer to Attachment on ASI & BSC Reserves.

Completed: February 28, 2008

OPERATIONAL COMPLIANCE

Recommendation 20

We recommend that the ASI coordinate with the campus to develop and implement policies and procedures to address the administration of student volunteers.

Campus Response

We concur:

The ASI will develop and implement policies and procedures to address the administration of student volunteers. Refer to Volunteer Policy, Agreement, Waiver and Release, & FORM – Volunteer Waiver and Release

Completed: March 3, 2008
OPERATIONAL COMPLIANCE

Recommendation 23

We recommend that the ASI develop written procurement policies and procedures to address competitive bids for contracts.

Campus Response

We concur.

The ASI financial policy and procedures on the procurement has been revised to incorporate competitive bidding on contracts and will be a discussion item for the ASI Senate. Refer to Attachment of proposed Procurement Process Policy.

Completed: March 3, 2008

PROPERTY AND EQUIPMENT

Recommendation 24

We recommend that the ASI:

a. Ensure that all equipment is tagged in a timely manner.

b. Tag or track non-capitalized, controlled equipment.

Campus Response

We concur.

The ASI receiving procedure has been revised to ensure all equipment is received, handled and tagged promptly. Refer to Centralized Receiving Procedures.

Completed: February 28, 2008

CK Fong

Director of Business Services

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