



Rules and Policies Committee Minutes

2017-2018:07 Friday, February 2, 2018, 11:00 – 1:00PM, BSC 1st Floor, Senate Chambers

I. Preliminaries

- A) Call to Order at: 11:00 AM
- B) Quorum Check:
 Joshua Ebiner, Attorney General, Chair

Voting Members:

- Catherine Kavianian, Senate President Pro-Tempore, Vice Chair
- Farris Hamza, President
- Carlos Gomez, Vice President
- Cameron Pastrano, CLASS Senator
- Rachel Hunter, Senator-at-Large (SIC)
- Pasindu Senaratne, Senator-at-Large (IHC)

Advisors:

- Dr. Liz Roosa Millar, ASI Executive Director
- Thavery Lay-Bounpraseuth, Coordinator, Asian Pacific Islander Student

Liaison:

- Kellie Pinedo, Treasurer

C) Approval of Minutes

- 1) The chair opened up the floor for discussion on the January 19, 2018 meeting minutes, there were no recommendations from the committee.
- 2) The minutes were approved

D) Agenda Changes

- 1) Josh recommended adding Action Item D. Finance Committee Code
- 2) Josh recommended adding Discussion Item C. Cabinet Code
- 3) Farris recommended tabling Action Item C. Inter-Council Committee Code
- 4) The agenda was approved as amended

E) Introduction of Guests

- 1) Powell Velasco, ASI, Associate Executive Director

F) Open Forum

- 1) There were no speakers

II. Action Items

A) ASI Policy Template

- 1) Josh shared the ASI Policy Template.
- 2) Farris moved to approve the ASI Policy Template as written, Rachel seconded.
- 3) Discussion was held
 - i. Farris recommended adding the authors name at the top. He continued the document should also include the sponsors.
 - ii. Carlos recommended the policy document not serve for bills or resolutions.
- 4) Vote, 6:0:0, motion passed.

B) ASI By-Laws: Chief of Staff

- 1) Josh addressed ASI Cabinet Code ARTICLE VI – SECRETARY RESPONSIBILITIES, Section I – ASI Chief of Staff.
- 2) Farris added that the position has been added to the existing section on Secretary Responsibilities as requested by the Committee.

- 3) Carlos asked why the ASI Chief of Staff would serve as the primary liaison to Office of Student Life and Cultural Centers (OSLCC).
 - i. Farris shared that this role is to oversee all members of Cabinet and of all the Cabinet members this position has the most direct relations with councils and clubs.
- 4) Farris moved to approve the statement as written, Catherine seconded.
- 5) Discussion was held
 - i. Rachel asked why the responsibilities for marketing and coordinating with MDPR was removed from previous drafts of this position.
 - a) The committee discussed other potential options for coordinating with MDPR.
- 6) Vote, 6:0:0, motion passed
- C) Inter-Council Committee Code
 - 1) Action Item C. was tabled
- D) Finance Committee Code
 - 1) Josh reviewed amendments made to the Finance Committee Code. He shared that duties of vice chair was added to the Code. He added that vice chair position descriptions will be added to all Committee Codes. He added that he did not amend the total amount Finance Committee can approve.
 - 2) Pasindu moved to amend the budget request limit to \$3,000, Rachel seconded.
 - 3) Discussion was held
 - i. Rachel asked if Finance Committee was able to track the origins of the set approval limits.
 - a) Kellie shared that Financial Services is reviewing end of the year budget documents to find out the average request from clubs per year and number of clubs consistently requesting the full amount.
 - 4) Vote, 6:0:0, motion passed.
 - 5) Farris moved to approve the document as amended, Carlos seconded. Vote, 6:0:0, motion passed.

III. Discussion Items

- A) Facilities and Operations Committee Code
 - 1) Catherine shared amendments made to the Committee Code.
 - 2) Catherine recommended amending Section II. Composition, Subsection A, Item v. to Two (2) Student Representatives, appointed by the ASI President. She added this would remove two student representative positions and the requirement for one of the student representatives to serve on the Personnel Review Committee (PRC).
 - 3) Catherine recommended amending Section II. Composition, Subsection B by removing one (1) member from Staff Council and one (1) member from Kinesiology and Health Promotion Department. She recommended adding two liaison positions for the Director of Bronco Student Center and Director of Recreation.
 - 4) Carlos reviewed Section II. Composition, Subsection A, Item iv. He suggested all Committee Codes include the same language for the duration on the committee. He added that Section II. Composition, Subsection B, item iii. is the incorrect title for Director of Campus Recreation.
 - 5) Catherine shared amendments made to the Section III. Duties of the Committee Chair and Section IV. Duties of the Vice Chair. She continued that the committee will now nominate a Vice Chair, rather than the Vice President serving in this role

without nomination. She continued that Section VI. Quorum was amended to match the new committee composition.

- 6) Rachel shared that she believes the number of student representatives should not be decreased. She asked Catherine if the number of student representatives creates an issue for meeting Quorum.
 - i. Catherine shared that filling all four positions is challenging and there should be other ways to engage student volunteers in ASI rather than sitting in a two hour committee meeting every other week. She added that if both of her two student representatives missed a meeting she would run the risk of not meeting quorum.
 - ii. Cameron shared that even though it is a challenge to fill the representative positions and these positions require a different level of attention from the chair it is ASI's duty to provide these opportunities to students.
 - iii. Rachel shared that eliminating student representatives shows the student population that the current ASI Administration does not value their opinions.
 - iv. Carlos shared that F&O was the remnant of the former Union Board who mostly decided on new furniture or art within the BSC. He continued that F&O has since evolved and the type of work F&O used to be responsible for was more valuable for student's input. He added that right now F&O is limited to BSC Budget and advancing goals set by the policy agenda, which is less open to student input.
 - v. Thavery suggested the language of the committee code read a minimum of two student representatives.
 - a) Farris suggested that if the committee were to add this language there needs to be a cap at the maximum number of student representatives allowed to serve on the committee.
 - vi. Catherine suggested that F&O have two student representatives and Finance have two student representatives. She continued that Finance Committee has more regular business. She added that the existing F&O structure does not allow for students to take action on items, but rather the meetings serve as an update.
 - vii. Carlos added that Student Leaders jobs is to represent the students so each of the Senators and elected leaders should in theory be representing the students. He continued that the code should state a maximum of four (4) student representatives. He asked why F&O is the only committee with student at large positions.
- 7) Cameron shared that if F&O is not taking action and only receiving updates, he asked if the process could just be moved to Senate.
 - i. Josh added that F&O is responsible for taking action on Annual Budgets and BRIC facilities.
- 8) Liz shared that F&O at the moment is likely not being fulfilled to the committee's full potential. She continued that there are options to increase F&O's involvement in approving programs and she is happy to make that happen.
- 9) Josh asked the committee if they are comfortable adding a removal process for student representatives who do not show up for meetings.

- i. Farris agreed there is a need to establish a removal process for a representative who are unable to attend meetings.
- ii. Liz added that this important because the students receive scholarships.

B) Rules and Policies Committee Code

- 1) Josh reviewed amendments made the R&P Committee Code. He shared amendments made to Section III. Duties of the Committee Chair and Section IV. Duties of Vice Chair.
- 2) The chair opened up the floor to discussion.
- 3) There were no comments.

C) Cabinet Code

- 1) Farris shared the most recent draft of ASI Cabinet Code. He added that each Secretary has added revisions specific to their position description outlined in the document. He continued that Executive Board is not included in the Cabinet Code because these positions are outlined in the By-Laws.
- 2) Farris reviewed ARTICLE I – PURPOSE.
- 3) Farris reviewed ARTICLE II – COMPOSITION. He continued that the Section IV – Liaisons includes assistant positions even though they are not included elsewhere in the document or the By-Laws.
- 4) Farris reviewed ARTICLE III - MEETINGS.
- 5) Farris reviewed ARTICLE IV – MEETING CONTENT. He added that Section II – Reports includes new information to standardize written reports and verbal reports.
 - i. Carlos shared that Section III through Section VI is overly detailed. He added that Chair should already know how to conduct their meeting.
 - ii. Rachel added that she liked the thoroughness of the Article.
 - iii. Cameron added that he likes this section but it could be simplified. He added that this Article sets expectations for Cabinet.
- 6) Farris reviewed ARTICLE V – GENERAL RESPONSIBILITIES.
 - i. Carlos suggested revising Subsection I, item f. He added that Subsection I, item e does not include committees that the Cabinet member is a non-voting member on.
 - ii. Rachel suggested amending Subsection I, item b to regular meetings with ASI and University Advisors.
 - a) The committee discussed the benefits of meeting with both University and ASI Advisors.
 - b) Thavery suggested having a minimum requirement allows for there to be an understanding of what is expected from the student leaders and their advisors.
 - c) Kellie shared that each student leaders needs are different.
- 7) Farris reviewed ARTICLE VI – SECRETARY RESPONSIBILITIES.
 - i. The committee discussed Section I – ASI Chief of Staff.
 - ii. The committee discussed Section II – ASI Secretary of Education.
 - a) Carlos suggested amending Section II, Subsection a), Item 5 by removing the word coordinating. He stated that ASI has pro-staff with Coordinator titles. He suggest finding a new word.

- b) Kellie suggested amending the word throughout the entire document.
 - iii. The committee discussed Section III – ASI Secretary of External Affairs.
 - iv. The committee discussed Section IV – ASI Secretary of Programs and Services.
 - v. The committee discussed Section V – ASI Secretary of Sustainability.
 - a) Liz suggested amending Section V, Subsection a), Item 1 by removing comprehensive environmental enhancements. She continued that the position will now serve broader sustainability initiatives and should state comprehensive sustainability enhancements.
 - b) Thavery suggested that the section does not include social or economic justice.
- 8) Farris reviewed ARTICLE VII – OFFICER RESPONSIBILITES
- i. Carlos suggested grouping Officer Positions under their associated Secretary.
 - ii. Carlos suggested adding a Social Justice Officer to serve as a liaison to Cultural and Resource Centers.
 - iii. Carlos suggested removing Section IV- ASI Officer of Events from Cabinet. He continued this position should serve BEAT needs only.
 - a) Cameron shared that he supports removing ASI Officer of Events from Cabinet as well.

IV. Information Items

- A) There were no items

V. Adjournment

- A) Next Rules and Policies Committee Meeting: Friday, February 16, 2018 at 11:00- 1:00pm, BSC 1st Floor, Senate Chambers
- B) Meeting was adjourned at 12:53 PM