Rules and Policies Committee Minutes

2017-2018:09 Friday, February 16, 2018, 11:00 – 1:00PM, BSC 1st Floor, Senate Chambers

I. Preliminaries

A) Call to Order at: 11:04 AM

B) Quorum Check:

_X_ Joshua Ebiner, Attorney General, Chair **Excused Tardy**

Voting Members:

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

Advisors:

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

Liaison:

_X_ Kellie Pinedo, Treasurer

C) Approval of Minutes
   1) The chair opened up the floor for discussion on the February 2, 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) Athena Garcia-Gunn ASI, Assistant Secretary of Civic Engagement
   2) Chau Mai Hua, ASI, Secretary of Programs & Services
   3) Jenny Greenberg, ASI, Secretary of Internal Affairs
   4) Jonathan Horton, Student Interests Council, President
   5) Powell Velasco, ASI, Associate Executive Director
F) Open Forum
   1) <u>Catherine Kavianian</u> – Shared that guests are allocated time to provide input during the topic they are presenting on. She added they may not contribute to discussion or have any voting power.
   2) <u>Jenny Greenberg</u> – Shared information on the University's Wellness Centers Mental Health Wellness campaign.
   3) <u>Athena Garcia- Gunn</u> – Shared that Gustavo Callejas, Secretary of External Affairs, still has feedback to share regarding the Governmental Affairs section of the Cabinet Code. She asked for that to be taken into consideration.

II. Action Items

A) Inter-Council Committee Code

1) Jenny shared amendment suggestions made by the Inter-Council Committee to the Inter-Council Committee Code. She reviewed changes made to Section I – Purpose, Section II – Composition, and Section III – Council Recommendation on ASI Policies.
2) Carlos made the following recommendations
   i. He suggested reorganizing Section I – Purpose.
   ii. He noted a typo in Section II – Composition, subsection A.
   iii. He continued by recommending the removal of Section II – Composition, subsection B, Item e. The Director of Financial Services or designee. He added the council should bring in Financial Services only when needed.
   iv. He continued to Section III – Council Recommendations and asked for clarification on the term "collective." He asked for the term to be defined. He expressed concern over Items D and E. He asked why Inter-Council would be treated like a Sub-Senate Committee when there are no ASI Senators on the Committee.
   v. He shared Section VI – Voting Procedures is different than any of the other Committee Codes and recommended this section be revised.
3) Kellie suggested the ASI Director of Financial Services not serve as a liaison. She added that if Councils have concerns with budgets they can speak directly with the ASI Treasurer. She continued that if Financial Services were present at every meeting councils may deter meetings to deal with their own personal concerns.
4) Rachel shared that she believes ASI Financial Services serving as liaison provides direct contact with financial services for the councils. She added that if Councils wish to have an entire meeting on budgets than this decision should be left up to the councils.
   i. Cameron shared support for creating a Liaison position for ASI Financial Services. He added that committee discussion is up to the Chair and meetings may not always include discussions on budgets.
   ii. Carlos asked if financial services is not on the agenda every meeting, why ASI Financial Services should be present at every meeting.
   iii. Rachel shared that MDPR serves as liaison to BEAT even though BEAT does not have marketing as an agenda item at every meeting.
5) Carlos moved to approve the removal of ASI Director of Financial Services from the Inter-Council Committee Code Section II - Composition, motion was not seconded. Motion failed.
6) Carlos moved to remove Section III – Council Recommendation on ASI Policies Subsections A, D, and E, Rachel seconded.
   i. Discussion was held
      a) Carlos shared that A is redundant to Gloria Romero. He continued that Subsections D and E are hostile. He continued that he cannot think of any recommendation from Inter-Council that was not reviewed or approved by Senate.
      b) Cameron shared that Subsection D and E could allow for Inter-Council to have power whether or not it is necessary.
   ii. Vote, 4:1:0, motion passed.
7) Cameron moved to adjust the language used from "reject" to "accept" in Section III - Council Recommendation on ASI Policies, Subsection D, Carlos seconded. Vote, 0:5:0, motion failed.
8) Carlos suggested amending Section VI – Voting Procedures to read "*Decisions shall be made when a simple majority is in agreement.*"
   i. Carlos moved to amend Section VI – Voting Procedures to read *"Decisions shall be made when a simple majority is in agreement,"* Pasindu seconded. Vote, 5:0:0, motion passed.
9) Carlos moved to approve the Inter-Council Committee Code as amended, Cameron seconded. Vote, 5:0:0, motion passed.

B) Facilities and Operations Committee Code
1) Carlos moved to amend Section II –Composition, Subsection B, Item iii. from Director of Bronco Recreation and Intramural Complex to Director of Campus Recreation, Cameron seconded. Vote, 5:0:0, motion passed.
2) Carlos moved to amend Section II – Composition, Subsection A, Item ii. by removing "*who shall serve as Vice Chair*" from the responsibilities of the ASI Vice President. Vote, 5:0:0, motion passed.
3) Carlos moved to approve the Facilities and Operations Committee Code as amended, Rachel seconded. Vote, 5:0:0, motion passed.
C) Rules & Policies Committee Code
1) Carlos moved to approve the Rules and Policies Committee Code, Rachel seconded. Vote, 5:0:0, motion passed.
D) Cabinet Code
1) Athena spoke on behalf of Secretary of External Affairs who feels like the position description in the Cabinet Code is not comprehensive enough. She continued that the Officer positions have the capacity to become bigger positions and suggested the committee consider this when deciding where to place them in the Cabinet Code.
2) Carlos reviewed Article II – Composition, Section IV- Liaisons. He added that this section should not include officer positions. He continued that the Elections Chair and Advisors should be the only liaisons to Cabinet. He recommended adding an additional section to specify the need for other ASI positions to be present at Cabinet according to the Presidents discretion.
   i. He recommended Article III – Meetings, Section II – Minutes remove Attorney General as the responsible individual for submitting and maintaining minutes.
   ii. He recommended removing Article IV – Meeting Content, Section III through Section IV.
   iii. He recommended removing the responsibilities of Vice-Chair of ASI Cabinet from Article VI – Secretary of Responsibilities, Section I – ASI Chief of Staff.
   iv. He recommended removing Article VII – Officer Responsibilities.
3) Rachel shared that Article II – Composition, Section IV – Liaisons should include both Officer of Basic Needs and Officer of Civic Engagement. She added that the Secretary of Education should be restructured into an Officer Position.
   i. She suggested removing Article VI – Secretary Responsibilities, Section IV- Secretary of Programs and Services, Subsection a, Item 4, point ii.
4) Kellie recommended the committee think about the scholarships associated with the creation of new positions. She encouraged the committee to think about the new Associate Director of Student Government and how this will impact the budget before they consider adding new Student Leader Positions.
5) Pasindu mentioned that Article II – Composition, Section IV – Liaisons lists an ASI Officer of Events Initiatives but the position is not included throughout the rest of the document.
6) Carlos suggested Article II – Composition, Section IV – Liaisons should either include all or none of the Officers. He continued by using the Federal Governments Cabinet as an example to suggest only Secretary's should serve on Cabinet to keep the Cabinet as a tight knit functioning body.
   i. He continued that after meeting with Human Resources he now believes Secretary Scholarships should be equivalent to the work load of their positions. He continued that the responsibilities for Secretary of Programs and Services is inherently more work because the position leads a team of ten students. He added a need to restructure the scholarships associated with each Secretary Position.
   ii. Cameron expressed the need for Officer of Basic Needs and Officer of Civic Engagement to serve as liaisons on Cabinet because the positions were created as part of a University Initiatives.

a) Carlos shared that Assistant Secretary of Legislative Affairs and Assistant Secretary of Civic Engagement were created in tandem and were not created from University Initiatives. He continued that all Officers should be treated the same.

7) Cameron reviewed Article VI – Secretary Responsibilities, Section I – Chief of Staff. He shared that the position feels like it is being created to serve as an assistant to the President and Cabinet, ultimately creating more layers of bureaucracy to access the President.

   i. He continued that Item 2, point i. should be the responsibilities of the President to conduct one on one meetings with their Cabinet.

   ii. Rachel shared that Items 3 through 6 are the responsibilities of Secretary of Internal Affairs.

      a) Carlos asked for the committee to express whether they are leaning more towards Secretary of Internal Affairs or Chief of Staff.

      b) The committee mostly expressed interest in maintain the Secretary of Internal Affairs Position.

   iii. Rachel suggested Item 1 be included in all Secretary Position Responsibilities. She continued that this would then be redundant.

      a) Josh suggested Item 1 be moved to Article V - General Responsibilities to directly reflect the responsibilities of all Cabinet members.

   iv. Rachel moved to remove Article VI – Secretary Responsibilities, Section I – Chief of Staff, Subsection A, Item 2, seconded by Cameron. Vote, 5:0:0, motion passed.

   v. Cameron moved to amend Section I – ASI Chief of Staff to ASI Secretary of Internal Affairs, Rachel seconded. Vote, 5:0:0, motion passed.

   vi. Rachel moved to remove "or the ASI President" from subsection a, item 5, Cameron seconded.

      a) Discussion was held:

         1. Carlos asked for Rachel or Cameron to clarify why they felt this should be removed.

         2. Rachel shared that the President does not have direct communication to the Councils.

         3. Kellie shared that she felt this point is needed and the ASI President should be able to meet with Councils.

         4. Catherine shared that the Item should be amended to include by the request of the Senator. She added that having the President listed feels more like the big brother watching over you. She added that the committee cannot assume all Councils want ASI's involvement.

         5. Carlos recommended amending conducing to conducting.

      b) Vote, 5:0:0, motion passed.

8) Catherine moved to table Action Item D. Cabinet Code, Carlos seconded. Vote, 5:0:0, motion passed.

III. Discussion Items

A) BEAT Code

1) Josh shared four documents: SB 2012-13:06 Associated Students Incorporated Bronco Events and Activities Team Code, BEAT Chair & Student Activities Assistant Expectations and Accountability, BEAT Chairs-Roles and Responsibilities, and ASI Bronco Events and Activities Team Code. He asked the committee to read over the documents and think of ways to combine the documents together.

2) Rachel reviewed Section II – Composition, Subsection B. She explained that the ASI Senate President Pro-Tempore (Senator Pro-Temp) should not serve as the liaison. She continued that this position should serve as a voting member on the BEAT Committee.

<li value="1" style="list-style-type: lower-roman">She continued to review Section VI – Position Specific Responsibilities, Subsection A. She added that the ASI Secretary of Programs and Services should report to Senate and strongly encouraged this part of the Item IV not be removed.
<li style="list-style-type: lower-roman">Josh added that reporting to Senate will likely go to the Assistant Secretary of Programs and Services.
<li style="list-style-type: lower-roman">Chau added that the Assistant Secretary of Programs and Services would serve as a Vice Chair and also as the primary liaison to Senate and Cabinet.

3) Chau asked if R&P could table voting on the BEAT Code. She explained that BEAT and their Advisors are working on Bronco Student Week planning right now and has not had time to properly review the document.

    i. Catherine shared this item is a Discussion Item and will not be voted on at this meeting.

    ii. Rachel shared that this item has been an Information Item at two BEAT Meetings now and the BEAT Team has had over a month to review the document. She added that all comments moving forward should come directly to R&P.

4) Rachel shared support to Section IX – Amendments.

5) Cameron reviewed Section I – Purpose and Section V – General Responsibilities, Subsection C. He added that if the primary purpose of BEAT is to provide programming for ASI Student Government then the Programming Chair positions should create programming activities aligning with ASI Student Government Policy Agenda.

6) Carlos stated that he is torn between wanting BEAT to be more involved with Student Government and letting BEAT function individually. He added that right now BEAT is operating in a limbo.

    i. He encouraged Section II – Composition not include the ASI Senate President Pro-Tempore as a voting member, but rather the composition read "*One Senator to serve on the BEAT Committee.*"

    ii. He recommended the Code include information that does not require all ten BEAT Chairs to be confirmed by Senate. He added that the Secretary and Assistant Secretary of Programs and Services should still be confirmed by Senate.

    iii. He referred back to Rachel's point about Section VI – Position Specific Responsibilities, Subsection A, Item IV. He recommended BEAT not report to Senate. He added that BEAT is a programming body just as Campus Recreation is. He added that if Student Government requires one to report to Senate then both governing bodies should and if that were the case this would take up too much of Senates time.

7) Catherine reviewed Section VI – Position Specific Responsibilities, Subsection C & D. She continued that Programming Chair(s) are responsible for two programs per academic term and Music Chair(s) are responsible for organizing a minimum of two programs per academic term. She asked if the structure would be better to include four (4) Programming Chairs and each would collaborate on the programs but serve specific roles, such as a Chair dedicated to Music.

8) Catherine shared that since the Senator Pro-Temp position is a liaison on the BEAT Committee this has created disconnect between BEAT and Student Government. She expressed support for the Student Government Senator to serve as a voting member.

9) Carlos expressed interest in restructuring the charge of BEAT. He expressed interest in BEAT organizing town halls, lecture series, social justice conversations specific to the

Student Government Policy Agenda rather than only fun stress relief type events. He added that this would need to be redefined in the Section I - Purpose.

    i. Liz recommended restructuring Section I – Purpose. She added that instead of listing BEAT as the programing body of ASI Student Government, she recommended the section read "*programming body of ASI.*" She added that restructuring the BEAT Code provides opportunity to work through the confusion that exists right now over who is responsible for what. She added that although the two ASI programming bodies are meant to be serving different things, they should both be aligned with the Student Government Policy Agenda because the rest of ASI is.

        a) She added that information items on BEAT and Student Activities and Programs (SAP) could continue to be added into her Executive Director Report at Cabinet and Senate. She added that this could allow for BEAT team members to be invited only when needed.

            1. Rachel added that Kellie and Josh both serve as Liaisons to Senate because they are Standing Committees. She continued that BEAT, as a Standing Committee, should serve as Liaison to Senate.

            2. Kellie responded that her and Josh do not serve as Liaisons to report on Committee activities.

            3. Carlos shared that these positions serve as a Liaisons because their positions are crucial to overall ASI activities. He added that BEAT can come only when needed and can speak during public comment periods.

            4. Cameron expressed concern that BEAT does not have to go through Senate like all other committees. He continued that BEAT has a $250,000 budget and wondered who serves as the direct check for accountability on the happenings of BEAT.

            5. Carlos added overall the BEAT Budget is not the largest budget in ASI.

            6. Liz added that the BEAT Budget is approved by Senate so the budget goes through the same process of all ASI Budgets.

            7. Kellie added that she approves each transaction before it happens as another form of checking.

            8. Liz continued that ASI Pro-Staff assigned to BEAT are charged with the responsibility to oversee all transactions and charges to ensure they are within the best interest of all students. She added that there are more layers of checks for BEAT then other ASI departments.

10) Chau expressed interests in having dedicated events to serve the Student Government Policy Agenda. She added that this should not result in the creation of an additional position, but rather be allocated in the BEAT Budget from the start.

    i. She addressed the questions regarding Music Chair(s). She added that this position helps organize programming specific catered to music, music initiatives, or direct support for other programming chairs.

    ii. Chau added that BEAT is currently serving Student Government direct initiatives. She reminded the committee that Bronco Fusion, Bronco Spirit Week, and Midnight Madness were all direct initiatives from this Student Government Adminstration.

11) Jonathon added that restructuring programming chairs to specific areas like music, tables and chairs, etc. to serve each event could allow for more collaboration and accountability.

12) Carlos suggested moving forward the BEAT Budget include specific allocation for Student Government events since BEAT's primary purpose is to serve as the programming body of Student Government.

13) Josh shared that this topic will be covered further in the next meeting.

B) Student Leader Transition Policy

1) Josh shared that this document was pulled straight from the By-Laws. He added that there seem to be many retreats and meetings highlighted in the document. He continued that he would like to discuss removing some of these.

2) Josh reviewed Section II – ASI Student Leader Transition.
   i. He reviewed Subsection C. Transition Period. He recommended adjusting the section to require the incumbent leaders to reach out to the newly elected leaders to schedule transition meeting.
   ii. Josh added that he removed the previous Subsection C. Orientation for Appointed Positions and Mid-Year Elected Student Leaders. He continued that the tasks included in this section are taken care of after the transition has already happened.

3) Liz suggested the Associate Director of Student Government be included in the document as part of the transition.
   i. Josh shared that this would fit under Section II – ASI Student Leader Transition.

4) Carlos shared that the Vice President was formerly responsible for all on-boarding documents for new leaders. He recommended the new Associate Director take this responsibility.

C) ASI Honorary Life Membership Policy

1) Josh reviewed the ASI Honorary Life Membership Policy document. He added that this document was created out of the information taken from the By-Laws. He continued that most of the information is verbatim with a few grammatical changes.

2) The committee discussed the history and the benefits of having an Honorary Lifetime Membership.

3) Liz suggested she take the policy to the Senior Leadership Team. She added that they may have feedback.

IV. Information Items
   A) There were no items

V. Adjournment
   A) Next Rules and Policies Committee Meeting: Friday, March 2, 2018 at 11:00-1:00pm, BSC 1st Floor, Senate Chambers
   B) Meeting was adjourned at 12:59 PM