



ASI Senate Meeting

Minutes

2017-2018:18 Thursday, April 12, 2018 4:00PM–6:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Carlos Gomez called Senate 2017-2018:18 to order at 4:05pm

B. Quorum Check

1. Voting Members:

Carlos Gomez, Vice President, Chair
Farris Hamza, President
Catherine Kavianian, Agriculture Senator
Courtney Yu, Business Senator
Jillian Furiga, CEIS Senator
Cameron Pastrano, CLASS Senator
Paulina Stein, CCHM Senator
Itzia Salinas, ENV Senator – **Excused Leave at 5:21pm**
LeQuan Hobson, Engineering Senator
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 Ebiner, Attorney General
Kellie Pinedo, Treasurer
Jonathan Puthoff, Academic Senate Rep. – **Excused Absent**
Monika Salazar, Staff Council Rep. – **Absent**
Andrea DeCoudres, Alumni Association Rep.
Vacant, Bronco Athletics Association Rep.

C. Agenda Changes

1. There were no changes to the agenda, it was approved as posted

D. Approval of Minutes

1. There were no minutes for approval

E. Financial Status – Given by Kellie Pinedo (as of February 28, 2018)

1. ASI Total Revenue \$ 15,495,349.00
2. ASI Total Expenditures \$ 7,695,288.00

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3. Local Agency Investment Fund	\$ 21,916,036.00
4. ASI – NP & A Account Balance	\$ 467,894.00
5. The Green Initiative Fund (TGIF)	\$ 182,089.00
6. ASI Prior Year's I Reserves	\$ 300,946.00
7. ASI Prior Year's II Reserves	\$ 535,853.00
8. ASI Prior Year's III Reserves	\$ 252,542.00
9. BSC On Campus Reserves	\$ 6,427,151.00

F. Introduction of Guests

1. Krista Smith
2. Carol Lee
3. Gustavo Callejas
4. Sharon Rocacorba
5. Barny Peake
6. Raheesa Legohn
7. Jennifer Greenberg
8. Chau Mai Hua
9. Christian Manoukian

G. Reports

1. ASI Executive Director – Dr. Liz Roosa Millar – No report
2. ASI Advisor – Dr. Thomas Cruz-Soto. Jr.
 - a. If students are participating in the Cultural Centers graduation celebration, the deadline is Friday, April 20th. Please reach out to Jami Grosser at the Office of Student Life and Cultural Centers
 - b. The Career and Center offers Handshake, Clothes Closet, and job fairs from perspective employers
3. Alumni Association – Andrea DeCoudres
 - a. College of Business Alumni Chapter is sponsoring a workshop called Linked In 201. They will be talking about how to research target companies, how to apply for jobs, and discuss the Cal Poly Alumni tips and more. The workshop will be providing free professional headshots, and the workshop will be on Wednesday, April 25th from 6:00pm-8:00pm in Ursa Major at the Bronco Student Center
 - b. The Career Center will be launching a Bronco Mentoring Program and has started to promote it to students. Over 200 alumni have been added to the portal, and if you have a Handshake account, in the upper right hand corner there is a Mentoring portion, and can search for alumni mentors that are available to connect with. Searches can be done through industry, major studied, etc.
4. Senator Pro-Tempore – Catherine Kavarianian (attachment)
 - a. F&O Updates
5. Attorney General – Joshua Ebiner
 - a. Rules and Policies Committee will be recommending documents to the ASI Senate
 - b. The ASI By-laws have been uploaded and on the website, please inform the Councils and constituents because in order for the changes to be enacted, there needs to be a 2/3 approval vote
6. Treasurer – Kellie Pinedo
 - a. Has been working on budgets
 - b. Has sent emails to Councils and groups on how much ASI will be allocating for the next fiscal year and they should be aware of it
 - c. May 11th is the due date of budgets to ASI Financial Services
7. President – Farris Hamza

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- a. The Test Center is expanding its operations from 17 seats to 32 seats, and will be removing a lot of the checks that are conducted
- b. Traveled to Washington D.C. with President Coley and Gustavo Callejas, ASI Secretary of External Affairs for the CSU Hill Day. They were able to coordinate lobby visits and visited an ASI alumni, who is the Vice President of General Motors
8. Vice President – Carlos Gomez
 - a. Thanked those who came to the open forums and luncheons for the Associate Director of Student Government search. The third and final candidate will be on campus on Monday, and please attend the open forum and luncheon if you are available
9. Senate Reports
 - a. Agriculture Senator – Catherine Kavianian (attachment)
 - i. Food Evolution on Friday, April 20th
 - b. Business Senator – Courtney Yu – No report
 - c. CEIS Senator – Jillian Furiga – No report
 - d. CLASS Senator – Cameron Pastrano – No report
 - e. CCHM Senator – Paulina Stein – No report
 - f. Environmental Design Senator – Itzia Salinas
 - i. There was a Career Panel on Tuesday, April 10th
 - ii. Elections will be held in Spring quarter
 - iii. Master Planning Committee Update
 - iv. Earth Week on April 23-27
 - g. Engineering Senator – LeQuan Hobson – No report
 - h. Science Senator – Isaiah Durden – No report
 - i. Senator-at-Large (Greek) – Noah Tonies – No report
 - j. Senator-at-Large (IHC) – Pasindu Senaratne – No report
 - k. Senator-at-Large (MCC) – Elizabeth Marquez – No report
 - l. Senator-at-Large (SIC) – Rachel Hunter – No report

H. Open Forum

1. Chau Mai Hua, ASI Secretary of Programs and Services – Open Mic Night is tonight from 7:00pm-9:00pm in the Games Room in the Bronco Student Center. Everyone is welcome to come and join, and there will be free food and coffee. In addition, Earth Week will be on April 23-27, and if you want to participate in Earth Week then please let Chau or Martha know
2. Krista Smith, Director of Campus Recreation – On Friday, April 20th, Campus Recreation will be debuting No Man's Land on the Pool Deck. This is the first time Campus Recreation will be hosting this film series, and it is celebrating all women in adventure sports. Typically around climbing, surfing, running, etc. All genders are welcome and starts at 6:00pm. There will be a BBQ on the Pool Deck, and the film will start at 7:00pm. There will be a panel discussion afterwards, and can roll inside and climb the Bronco Peak if wanted to. Please spread the word, and Wednesday, April 18th is the deadline to register for Joshua Tree National Park Rock Climbing. The only prerequisite is to complete the climbing wall orientation and certification at Bronco Peak, which is a 2 hour class

II. DISCUSSION ITEMS

- A. Recommendation from the Rules and Policies Committee
 1. Inter-Council Code

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- a. Josh led the discussion on the Inter-Council Code
 - b. The Rules and Policies Committee has re-reviewed the Inter-Council Code, and took into consideration the updates to try to get the document back to the ASI Senate in an agreeable fashion
 - c. One of the major changes were to address the process on which councils can make recommendations on ASI policies. The idea is that councils and inter-councils can come together, make a recommendation in a draft that includes formal language, and then that would be presented to the ASI Senate. The ASI Senate would have a discussion whether or not to take up that item as a Discussion Item, and from there, it can be referred to a sub-committee to be reviewed and fully fleshed out. This provides Senators time to review the implications and requirements of that policy proposal looks like, and then it would come back to Senate. It would require a majority vote to take up that item as a Discussion Item
 - d. Voting procedures has changed to a majority vote, and in order to promote accountability and transparency, formal recommendations will be made by roll call vote
 - e. For Liaisons, the ASI Treasurer was added, BEAT member has been removed, and proposing having the Director of Office of Student Life and Cultural Centers or designee in attendance
 - f. Carlos noted that the reason why the roll call vote was kept was because the Senators can refer to see what their Councils favor or are against on a matter, and to see what their own body is in favor of or against. It was important to keep that piece in the code
 - g. Carlos noted that this will be an Action Item at the next Senate meeting
2. Cabinet Code
- a. Farris led the discussion on the Cabinet Code and the foundation of Cabinet, pertaining to how Cabinet should be structured, how it functions, and the tasks and duties that are expected of Cabinet members
 - b. Rachel asked about Article II – Composition, Section III – Voting Members, and why the Officers do not have voting rights. She was under the impression that they would be at the table and serve a role to the student body. If they do not have a vote, they do not have a voice at the table
 - c. Farris commented that the ASI Elections Chair is a liaison and will have a seat at the table, but does not have voting rights
 - d. Rachel added that it is not comparable because the ASI Elections should be separate from the ASI Cabinet, and the ASI Cabinet does not really vote. With the Officers, it is more of a symbolic gesture that their voices are important
 - e. Farris reviewed each article and noted it is a combination of the Cabinet Rules (SB 2012-13:01) and combination of the excerpts that were removed in the By-laws
 - f. The Cabinet Rules had outdated rules, and with Article III, the restrictions were loosened up, and provided an overview of how the meetings will flow and are expected to flow. Even though the Cabinet meetings are closed meetings, minutes will continue to be transcribed due to records and easy reference for decisions made in the meetings
 - g. Article VI – Secretary Responsibilities have been edited, and the secretarial positions now have 4-6 basic duties beneath them within ASI or the University. The biggest change is the Secretary of Programs and Services, which is now chairing the Facilities and Operations Committee

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- h. Article VII – Officer Responsibilities have been edited, and will be working alongside with the listed secretaries in their position
 - i. Article VIII – Elections Chair Responsibilities, were taken directly from the ASI Elections Code
 - j. Carlos reviewed the changes for the ASI Assistant Secretary of Legislative Affairs and ASI Assistant Secretary of Civic Engagement, and how the positions will be Officers. The Officer of Basic Needs has been added
 - k. Carlos noted that this will be an Action Item at the next Senate meeting
- B. ASI Annual Presentations for 2018-19 – Day 1
1. ASI Food Pantry \$140,729
 - a. Barny Peake and Raheesa Legohn presented the 2018-19 annual budget request of \$140,729 for the ASI Food Pantry including projections for 2019-20 and 2020-21, and covered the following points in their presentation
 - Addressing Student Food Insecurity: Budget Proposal for ASI Food Pantry
 - Student Testimony
 - CSU Research
 - Basic Needs Initiative – Meeting Students’ Basic Needs
 - What’s Happening at Other Campuses?
 - CPP Mobile Pantry Numbers
 - Pantry Numbers
 - Addressing Needs at CPP
 - University Staff Support for Basic Needs
 - ASI – Addressing Student Needs
 - ASI’s Focus
 - Envision the ASI Food Pantry
 - ASI Pantry – Proposed Operating Plan
 - Pegasus Space
 - ASI’s Next Steps
 - Detailed Budget Proposal for 2018-19
 - Income
 - Operating Expenses
 - ASI Food Pantry – Proposed Staffing Plan
 - Many See a Service That is Only Transactional, Our Belief and Goal is That It Will Be Transformational
 - Questions?
 - b. Carlos asked if there were any concerns for wheelchair accessibility with Pegasus as the ASI Food Pantry
 - c. Barny confirmed that the hallway to it is accessible and the doorway is not an automatic door, but the doorway is to code
 - d. Noah asked about the line length with the mobile food pantry being outdoors, and if there are plans to accommodate a large number of people
 - e. Barny noted that the ASI Food Pantry will be open daily, and there should not a rush of students. There is only a rush when the mobile food pantry is open for two hours, once a month is when everyone lines up. By spreading out the operational hours, it should

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address the rush of students. We truly do not know our need yet, 330 people come out once a month and once this gets established, there might be more people

- f. LeQuan asked if there are plans in place in case there are long lines
- g. Barny clarified that the location of Pegasus is in between the Eridanus Lounge and Lower Lobby in the Bronco Student Center, so there are ways to do line management. They might look at other options and set up different distribution stations, by doing pop-ups. A lot of the campuses continue to do pop-ups and they will do it farmer market style. For example, they may have produce that needs to be distributed quickly and they do a little pop-up and distribute the produce. They are looking into options like that by using canopies and have distributions and collections all over campus
- h. Itzia asked about the following sentence, "ASI will coordinate with the University", and asked what the University is willing to do and what their role will be
- i. Barny stated that the University is a crucial part. As previously discussed, many see a service that is only transactional. ASI will only be distributing these bags of food and meeting that need, but if there is somebody that is coming in repeatedly, then it is an indication there is a serious need. ASI is not in a place with our staffing structure and professional expertise and even being a separate, auxiliary organization and not with the state university system, the Bronco CARES Coordinator will be the case manager to contact. ASI will not be able to get into that deep conversation, but to hand them off to the Bronco CARES Coordinator, who will then connect them to the other web of resources that are available on campus. It is a crucial partnership because they cannot run a food pantry and do that through the Counseling Center. We can run the food pantry, but we cannot do the counseling component and some of these other critical needs. There are some financial things, such as their status as a student, ASI cannot and are also not privy to those types of material. They will be working with Ty and the Health Center, and the new Bronco CARES Coordinator very closely. We might have CalFresh come down and do programs in the Bronco Student Center when we have the food pantry open, and sign up for CalFresh meetings through us, we might have the Bronco CARES Coordinator come down and do some programs or have office hours. Those are some things that still need to be worked out when the University hires that position, but it will be a very close partnership. What we hope for the students is that it will seem seamless
- j. Farris asked what are the basic level of expectations being set forward for the ASI Coordinator of the Food Pantry
- k. Barny noted that they not written a job description yet, so he does not have the full detail. They will definitely need to have a food handler's license, some counseling background would be helpful, and some management as a lot of their time is spent on building community relations. There might be a grocery store that donates for a semester, several months, a year and all of a sudden, they back out
- l. Raheesa commented that Cal Poly SLO had a donor that had been working with for 2-3 years, and they will not be donating this next year, and that is a lot of their funding. Each of the folks on the sheet provided spoke about public relationships and building those relationships on-campus and off-campus, really being the liaison on the food and housing security committee Cal Poly Pomona has. Some had noted that they advise student staff. The financial piece of upholding regulations and health codes, kind of add to the realm of what a student should be doing

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- m. Farris followed up and asked about items that are low on stock, and if a staff member will utilize their personal vehicle or an ASI vehicle that will be used
- n. Carlos interjected and added that this is more about the budget, the operational plans and what will happen is what the task force is working on. He asked to keep questions based to what is in the budget right now
- o. Farris asked why couldn't the Bronco CARES Coordinator do the same job and operate the food pantry from the University end instead of ASI having to hire their own staff
- p. Barny replied that the Bronco CARES Coordinator position is up on the University website, and those who are interested in that, they can pull that description down and share it with the ASI Senate to get a better idea of what they are doing. They really are coordinating all of these other pieces, so they would have to hire another person just like what we are doing to run a food pantry. That person is going to have a host of other responsibilities, so it is just that distribution of work load. There is enough here for a full-time staff member, and there is enough through their counseling and their connections and all of the things they are going to be doing. If you go back to the full circle, all of the 8 little bubbles, they are going to be helping out with all of the basic needs. This is just a tiny aspect of that, so the meal giving programs and those components, they are helping to manage all of that
- q. Raheesa added that Sacramento State's Director of ASI said the food pantry is 60% of his job, and he has had to hire more student staff, a graduate assistant, and he can only do maybe 40%-50% of it. Putting it on that CARE Coordinator would not be as effective or efficient as if it would be if we had a full-time person in this role
- r. Cameron asked about Line Item 6: Salaries and Benefits for \$129,729, and wanted to know exactly what is salary and what part of it is benefits, and what part of it is going to the two student staff and the full-time professional staff
- s. Barny replied that the breakdown is \$25,000 is for student staff and their benefits package, and the rest is for professional staff. Professional staff, you figure 30% of their salary is benefits. It is a big chunk that is factored in if you are looking for their actual salary. The way we budget is the budget is at the top of the hiring range, because we do not know where they fall in that hiring range and what expertise they are bringing in. There is room for negotiation and will probably be less than that full cost. The way we have to budget it is if it is not there, then we have no room to move when we hire that person and negotiate. Chances are that is going to decrease a little bit, but until we get into the process of hiring and writing the job description and everything, we have to leave some room right now for the budget so we understand what we can do when we go out and hire the position. For the students, it is a smaller portion for 20 hours a week and we did not budget for the summer and break periods because we do not have as many students on campus during that time. These are also things that might change and fluctuate as we get into this. We might have to have hours on Sunday if the building is open, we have to cut back on hours because there is no one available that day. It will be a very flexible and moving equation as we go through the first year to find out how the operation is and runs the best
- t. Cameron followed up about the grant money the University has received. Only \$9,000 of it is going to the food pantry; however, on the CSU Basic Needs Initiative website, the lowest amount that could be received from the grant was \$25,000. He asked where the rest of the money is going towards, as the CSU Basic Needs Initiative has specific things the grant goes towards, such as the food pantry, mobile food program, etc. He was not

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- sure why the full money would be going towards the initial cost of starting this, instead of putting the sole responsibility on ASI. Since four of the five food pantries at other campuses rely on the university and Sac State relies on ASI and their hours are only 12, in comparison to the 30-40 hours that are operational at other campuses
- u. Barny does not know what the University has planned for the rest of the grant funding, as there is a host of other services they are working on. He is assuming it is going towards that and asked Liz and Thomas if there have been conversations at Student Affairs Leadership Team (SALT) about what the rest of the grant is going towards
 - v. Liz and Thomas commented that not into detail, it was announced that the University was awarded the grant and is something that can be revisited on behalf of this body at SALT
 - w. Barny was glad the University asked how much money they need to build the food pantry
 - x. Raheesa commented that for the operational piece of the 12 hour thing, for Sac State specifically, that relates to the space they have and the combinations they have. When they see the most rush but they are renovating their student union and they expect to increase that and max it out
 - y. Cameron followed up and noted that his questions aligns with the CSU / CSSA Basic Needs Initiative, and asked about the funding came from Foundation or Alumni Affairs, and that ASI was a distributor not the full source of funding. As far as funding goes, the majority of the cost is for the staff person, and have they looked at other places of getting sources of funding and has this been established. The job was to establish the food pantry, and going from there. Why wouldn't we look for other sources of funding if other universities have said there are people out there to donate, why haven't we looked into that instead of rushing into building a food pantry and then going backwards
 - z. Barny said he had that conversation with Uriah Sanders, 2016-17 ASI President, last year. He asked Uriah why they are running forward and why is ASI trying to fund this. Uriah said he did not want to wait for the whole process and the need is now. ASI needs to do this. The 2016-17 body decided with the Poly Pantry Bill, to push this forward. This is why we are running into it due to the previous predecessors prompted ASI into this place. The University took ASI up on its offer to run a food pantry, and here we are. We are acting on your behalf to create this proposal and it is a year later. That is how long it has taken to get to this point. He is sure there are other opportunities but want to make sure there is a stable, secure funding source. It is much easier to get donations for goods and supplies, and even construction costs that are a one-time thing that somebody would buy. One of the campuses had a car dealership donate a lease vehicle to the operation. What we have seen that there is a willingness to donate and give, but we would have to provide the core funding and staffing as the base that is going to make it operate. The rest will fall into place
 - aa. Thomas recommended to have a conversation with Dan Montplaisir in the future, to talk about what fundraising opportunities could be established. The University Advancement office and Alumni Affairs office have had a lot of turn over so that is why ASI was the driving force in the past, and they are fully staffed now. Maybe inviting him to one of the ASI Senate meetings would be important. He also suggested to look at the Kellogg Grant that has been a vehicle for some other initiatives related to expenses around catastrophic loses and things like that, it could tie into that theme

- bb. Cameron followed up on the survey that was conducted at Cal Poly Pomona, and only reached 4.2%. He added that it is still significant and good data that was gathered, but with the budget that is proposed, is there any source of revisiting the survey. Is there a way to see the survey, and how food insecurity was addressed. Is there a way ASI could be funding those surveys or more to gather that data instead
- cc. Barny stated that there are opportunities, and Cal Poly Pomona's results are from the same survey that was sent out to the other campuses. This is just Cal Poly Pomona's section that they pulled out for us. The questions that we have had discussed in our task force and other areas, is how the email was framed or worded, or how it was sent out. It is something they can get for the ASI Senate. Those are really good questions as to how they got the sample size, how was it worded, did it say 'are you food insecure?' and people who are not, maybe did not take it. We do not know how it was sent out. We could get some more information and ASI could do its own analysis, and we have data that the University is looking at for those who have gone through the mobile food pantry, and they could pull up some of that information. Same thing when we open our doors, we are going to have information that the Bronco CARES Coordinator will be able to run student data, as they will have access to the University database, which ASI does not. ASI can provide the information on whoever comes in to use the resources and the food pantry, the University can analyze that, get more information, and share the results back with us. Assessment will be critical as we move forward, and ASI may not have to spend much money on it. He thinks the University, the CSU is taking care of a lot of that, it is just more gaining access to the data and if we wanted to push the survey out, they will have the resources to do that. ASI has survey tools in place
- dd. Catherine pulled up the survey on the CSU Basic Needs Initiative and it has an extensive break down of the statistics, and they have categorized it relatively well by race, gender, age, etc. She suggested to look through that a bit
- ee. Cameron noted that he is representing the students at Cal Poly Pomona and as great as the information and statistics is for the CSU, he is focusing on Cal Poly Pomona students. ASI should continue the assessment and get really good data before moving forward with something
- ff. Farris yielded time to Gustavo in the gallery
- gg. Gustavo questioned how they got to the numbers for the staff members, as it seems excessive to him and in comparison to other programs that are happening across the CSU. He followed up and asked if the University has filed for the Innovative Grant, and why they are following the same structure as other CSUs with expensive costs and not waiting for the Innovative Grant to come through. There is a lot of disconnect between what the University knows about the grant and what ASI knows about the grant. With people asking questions on how much of the grant has been awarded to the University. There was a response that the minimum awarded is \$25,000. If the University was awarded two grants, then they have around \$50,000 of money floating somewhere and ASI is only being allocated \$9,000. He asked where the \$41,000 going to go and why ASI is not waiting on the Innovative Grant to come through. He noted there is a lot of smart people in the room and could come up with an innovative idea on how to address food insecurity here. He is concerned that the budget is not so much focused on the food issue, and not focused on the housing issue at all
- hh. Barny explained that their focus is not housing, as they do not have any housing to provide. From the beginning, that was not ASI's charge and direct from the ASI Senate

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- ii. Gustavo followed up and noted the ASI Senate Bill that was created last year was created in a different context. Since the ASI Senate Bill has passed, there was a Senate Bill that was introduced from the California State Legislator that mandated the CSUs to handle this issue and create hunger free campuses. He does not know how that ties into ASI, and is concerned that the system directed it to the CSUs. The ASI Senate Bill was created in a different set of circumstances, and now we are here and seeing the ASI Senate Bill, things have changed. It is directed now from higher up authorities
- jj. Pasindu added that Cal Poly Pomona is one of the CSUs that offers emergency housing in case it is needed
- kk. Rachel asked about the following point in SB 2016-17:08 The Poly Pantry, "ASI shall coordinate with the University for the designation of one staff member at minimum to operate the program", and wanted to know where the talk of that with the University go
- ll. Barny noted that they are creating two, the University is creating a position and ASI is creating a position. Those two positions together are what create that full service of resources
- mm. Carlos added that once the Senate Bill was passed and when Dr. Leti Gutierrez-Lopez came on campus, the conversations have been happening all year on what their staffing model look like, what does our staffing model look like, all of that has lead us to where we are right now at this point. It is not necessarily a black and white ASI or the University having a part. This is a conversation that has been happening since the Fall quarter and even before that
- nn. Pasindu asked if the questions should be directed more towards the budget, not the functionality of the food pantry
- oo. Carlos noted that the questions should be budget intentional questions, not necessarily the operation of who is going to pick up food, who is going open its doors, etc.
- pp. Pasindu followed up and asked if they are following other CSU models, are they mostly following Sac State's model
- qq. Barny stated that they would not necessarily be following that model, the sheet that was provided was just information. The hours and things like that, are basing it off of the other ones. We are planning to make this truly ours and our task force is going to be working on what is going to be the best model and working with the University's task force to get that feedback. We are not picking one and then just going in their shoes, it is more all of them and summarizing it, and saying what is the best practices for the big trend that everyone is supposed to be doing
- rr. Pasindu followed up and pointed out that from the sheet provided, a lot of the food pantries are University funded, and Sac State is the one that is ASI funded and will be following their model for the one professional staff, two student staff. He was curious if this is the model that is in place right now or add and change to that, such as student staff increasing or volunteer pool. Sac State, in this model, have volunteers but do not give the numbers
- ss. Raheesa commented that the information provided is very brief. She has had hour long conversations and has pages of notes, and can elaborate on that. It is different from institution to institution. There is not real deep stuff in the handouts, just more of a brief snapshot
- tt. Pasindu asked if they could receive a job description of what the professional staff would be doing on a day-to-day basis

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- uu. Barny and Raheesa commented that it will come to ASI Senate for approval, and some institutions provided them some examples, so they will look at them
- vv. Farris commented that if anyone has questions on the processes and how the facility is going to function itself, he asked for them to be reserved for the Facilities and Operations Committee, as it is an open meeting and can be asked in that setting
- ww. LeQuan was curious on the reliability of donations was for the food pantry, as they are mainly focusing on getting their food from donations and wanted to know how reliable that source is
- xx. Barny stated it was a great question, and are going to engage in those conversations with local food banks and they are the ones that provide the resources to the pantries. They will set up an agreement, which is what the University has right now with Sowing Seeds for Life for the mobile food pantry. For example, once a month, you are going to come on this day and we are going to provide enough food for 300 people. That is the agreement they have in place. Sowing Seeds for Life, that is their commitment to provide that. The last food pantry they had in March, they ran out of food. They had enough for 300 people, but at the end, there was only peanut butter, siracha mayo packets, and toilet paper. A lot of times, they do not get to pick and choose – it is based on donations. That is why some of the campuses have said they are budgeting for some things, in case there is a consistent need for easy to eat and grab-to-go type of things, which is what a lot of pantries will go out and buy in bulk. Hygiene products too, that is one of the big things that students want and will go out and buy it if there is no donation
- yy. LeQuan asked if we are setting ourselves up for failure having that much money allocated towards staff and not towards possible supplies in the future
- zz. Barny noted that if they added up what it would cost to buy all of those supplies, they would not be able to afford it. The reason then is there is such a discrepancy for the staff costs because everything else is given for free. They are not the only food pantry in the business, some of the campuses and Fresno State has been doing this for many years. There are a lot of places that have really solid foundations with the food banks. And that is what the food bank does, is to supply food to various patrons. That is the work that we are going to have to be doing in the next few months, is to set up those agreements and set up a dedicated food source. That is our charge and is a tough program to get off the ground because we do not have a budget commitment. They cannot go and sign contracts if they do not have the things in place to help support. They are staging a lot of things right now so that once everything is approved and goes through this body, they will be on a race to put all the things in place over the summer. And it does not help that it will be the shortest summer in Cal Poly Pomona history and starting the Fall semester in mid-August
- aaa. Pasindu asked how much pressure are we under from the CSU to get this pantry done quickly, and what role is the University playing at this point
- bbb. Barny commented that he personally does not feel any pressure from the CSU, and feels pressure from the student body, the students who are using the resources every single month, from the statistics he is reading in the studies, and there is another study that just came out that is even larger than the CSU. There is a study that surveyed 66 campuses across the country and 40,000 students who were sampled, their percentage was 36% that were food insecure. They are talking about the same issue nationwide, and that is the pressure he is feeling and wants to make sure there are resources for it for students on campus. It was inspiring to go to the CSU Basic Needs Conference and

- hear what everybody else is doing. It is more compassion, it is not a Chancellor down to President Coley down to us. He picked up the pressure from you all to make this happen
- ccc. Pasindu asked how much total was the mobile food pantry this year and if staff were paid to run it
- ddd. Barny replied that most of it was based off of donations, but had to invest \$10,000, which the ASI Senate made a commitment to do that and the University is off-setting that. But that was just only on tables, big event tents, and is up for a few hours and then it is gone. They were willing to do that but the University had some funds they were able to allocate towards that. Marketing was picked up in other departments, ASI has not given anything else other than the initial commitment. There were significant staffing costs, but it was more professional staff that step out of their regular daily jobs who are on payroll to create that and make that happen. It is not in their job responsibilities but you are paying all that staff and then the 40-60 volunteers, a lot of them are staff too. We call them volunteers but it is not people from off campus, there are a lot of students that help out but staff and faculty help as well
- eee. Pasindu followed up and asked if the professional staff at the mobile food pantry would have been paid either way had they done the job or not, given they are not hourly paid
- fff. Barny confirmed they are employees of the campus. The University provides release time and if the staff gets approved, then they can go support the mobile food pantry effort
- ggg. Carlos chimed in and noted how exciting it is to see the budget come to fruition when sitting in the ASI Senate a year ago, it was just a Senate Bill. Last year, the ASI Senate was asking for money and dollar amounts, and none of that existed yet because there were no plans yet. Hearing things like why are we doing this, why isn't the University doing this – he likes to think that ASI has a good relationship with the University and the ASI Senate committing to the tents for the mobile food pantry and seeing how the University took it over, to him that was us showing the University our commitment to addressing food insecurity and seeing that this is something we are serious about putting dollars behind. We did not expect the University to step in, our plan was not to approve the money and knowing they were going to take that cost away from us. Our plan mattered to us and the students we represent, and something we are going to commit to. With the full time staff, this is not someone who just going to work 11-3 transactional seeing students in and out, but someone who works 8-5 Monday through Friday theoretically, is on the phone setting up with the students and staff, setting up a mobile pop-up this month, or how many students came in, what program are we going to use to track students who come in, are we going to be conducting surveys, etc. Someone who will be fully dedicated on the ASI side to making this effort the best it can be, and he is excited and thanked everyone for their work
- hhh. Farris commented that for those who are interested in the survey, he found it online and will provide it afterwards. To answer Pasindu's questions, a couple weeks ago, Trustee Norton came to campus and was aware that ASI is making a food pantry here on this campus. He does not think there is an expectation from the trustees, but the University did make the trustee aware that ASI are creating the food pantry and were being open about it
- iii. Carlos believes the time is now, as Staff Council and Alumni Council has come to Farris asking if they can donate but there is nothing to donate to yet. They cannot start writing

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a job description until there is money behind it, and it is his belief that the time is now for this food pantry

jjj. Cameron asked if there was a survey conducted during the mobile food pantry

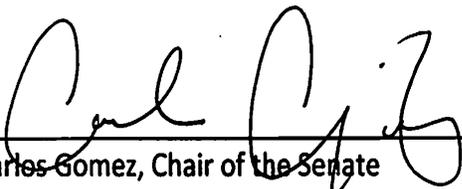
kkk. Barny noted that the University is collecting some information. They are doing Bronco IDs, and there is a form that they fill out and a waiver. The University is running the statistics and can evaluate the use and who is utilizing the food pantry at this point

lll. Barny commented that the presentation will be saved on the SAN in case the Senators want to refer back to it

III. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, April 19, 2018, 4:00pm–6:00pm in England Evans
- B. Carlos stated that Senate meeting 2017-18:18 was adjourned at 5:44pm

MINUTES SUBMITTED TO:



Carlos Gomez, Chair of the Senate 5/3/18
Date

MINUTES APPROVED AT SENATE 2017-2018: 21


Michelle Sims, Administrative Assistant 05/03/2018
Date