



# ASI Senate Meeting

## Minutes

2018-2019:05 Thursday, August 23, 2018 3:00PM–5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Pasindu Senaratne called Senate 2018-19:05 to order at 3:02pm

#### B. Quorum Check

##### 1. Voting Members:

Pasindu Senaratne, Vice President, Chair  
Jenny Greenberg, President  
Jaylen Davis, Agriculture Senator  
Jeremy Jenanyan, Business Senator  
Kyle Bisson, CEIS Senator  
Julissa Loza Mendez, CLASS Senator  
Rocio Antonio, CCHM Senator  
Itzia Salinas, ENV Senator  
Alyssa Emerson, Engineering Senator – **Absent**  
Shane Bonanno, Science Senator  
Paulina Stein, Senator-At-Large (Greek) – **Excused Absent**  
Fernando Andrade, Senator-At-Large (IHC)  
Victoria Luna, Senator-At-Large (MCC)  
Rachel Hunter, Senator-At-Large (SIC)

##### 2. Advisors:

Janetta McDowell, University Advisor  
Dr. Liz Roosa Millar, ASI Executive Director

##### 3. Non-voting Liaisons:

Ashley L. Joseph, ASI Associate Director for Student Government  
Tyler Palonsky, Attorney General  
Noah Tonies, Treasurer  
Vacant, Academic Senate Rep.  
Monika Salazar, Staff Council Rep. – **Excused Absent**  
Andrea DeCoudres, Alumni Association Rep. – **Absent**  
Jenny Miller-Heimstead, Bronco Athletics Association Rep.

#### C. Approval of Minutes

1. Motion to approve the August 9 Senate meeting minutes was made by Rachel, seconded by Victoria
2. There was no dissent, the minutes were approved as written

#### D. Agenda Changes

1. Pasindu switched the order of Discussion Item A. and Discussion Item C.
2. Motion to approve the amended agenda was made by Julissa, seconded by Shane

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3. There was no dissent, the agenda was approved as amended

## E. Financial Status

1. There was no financial status to report

## F. Introduction of Guests

1. Juan F. Garcia
2. Krista Smith
3. Cathy Neale
4. Michael Burckhardt
5. Jason Wong
6. Powell Velasco
7. Barny Peake
8. Josh Hernandez

## G. Reports

1. ASI Executive Director – Dr. Liz Roosa Millar (attachment)
  - a. Facilities Updates
  - b. Campus Recreation Updates
2. University Advisor – Janetta McDowell
  - a. Welcomed everyone to the first Senate meeting of the Semester
  - b. Gave kudos to those who participated in CPP Fest
  - c. Movie Night at Bronco Commons at 7:00pm
  - d. BroncoFusion and Club Fair on Friday, August 24
  - e. Mobile Food Pantry on Tuesday, August 28 from 11:30am-1:30pm behind Building 95
3. Associate Director for Student Government – Ashley L. Joseph (attachment)
  - a. Current Projects
  - b. Ongoing
  - c. Upcoming
4. Bronco Athletics Association Representative – Jenny Miller-Heimstead
  - a. Men’s Soccer Game on Friday, August 31
  - b. Women’s Soccer and Volleyball Teams are away for a couple of weeks
  - c. New hashtag in Athletics: #leaveyourlegacy
  - d. New event in collaboration with ASI and BEAT on Thursday, October 25
5. Senator Pro-Tempore – Rachel Hunter
  - a. Reminded the ASI Senators on scheduling 1:1s
  - b. Reference Sheet to hand out to clubs
6. Attorney General – Tyler Palonsky
  - a. Rules and Policies Committee Meeting Schedule Update
7. Treasurer – Noah Tonies
  - a. Finance Committee Meeting Schedule Update
8. President – Jenny Greenberg (attachment)
  - a. Cabinet Confirmation: Officer of Legislative Affairs
  - b. Policy Agenda
  - c. Menchie’s partnership with clubs on fundraising opportunities
9. Vice President – Pasindu Senaratne (attachment)
  - a. Free Printing Solution
  - b. CSSA/CSUnity
  - c. Senate Chambers
  - d. International Students
10. Senate Reports

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- a. Agriculture Senator – Jaylen Davis
  - i. Cultural Centers Printing Card Update
- b. Business Senator – Jeremy Jenanyan – No report
- c. CEIS Senator – Kyle Bisson – No report
- d. CLASS Senator – Julissa Loza Mendez – No report
- e. CCHM Senator – Rocio Antonio – No report
- f. Environmental Design Senator – Itzia Salinas – No report
- g. Science Senator – Shane Bonanno – No report
- h. Senator-at-Large (IHC) – Fernando Andrade – No report
- i. Senator-at-Large (MCC) – Victoria Luna – No report
- j. Senator-at-Large (SIC) – Rachel Hunter
  - i. Tabled with SIC at the Club Fair
  - ii. Signing up email to get updates to present to ASI Senate

### H. Open Forum

1. Josh Hernandez, Outreach Supervisor for Campus Recreation – Upcoming events: RexPo on Thursday, September 6<sup>th</sup> at 5:00pm. Rock Bands and Taco Stands is on Friday, September 7<sup>th</sup> from 6:00pm-8:00pm at the Pool. Intramural Sports Opening Day is on Thursday, September 20<sup>th</sup> at 6:00pm. U-Hour Slackline on Thursday, September 16<sup>th</sup> during U-Hour by the Softball Fields
2. Michael Burckhardt, ASI Secretary of Programs & Services – BroncoFusion is on Friday, August 24<sup>th</sup>. Any student leaders who are interested in volunteering can meet in England Evans on the 24<sup>th</sup> at 6:00pm and can help with ticketing, line control, etc. CPP Fest Part 2 starts at 5:00pm
3. Dr. Lea Jarnagin, Vice President of Student Affairs – Acknowledged first semester ever Fall Senate meeting, and is thinking of the ASI Senate as they start the academic year as they are representing their constituents and looking after the well-being of the campus community, and how to best advocate for the voice of those that they represent. She is looking forward to working with them this year. The President's Cabinet, who oversee the business of the University and the priorities for the year ahead, have a big year. They have a newly administered strategic plan. She reminded everyone of the five initiatives and there are multiple goals under those initiatives. The vast majority of the initiatives are uniquely and keenly focused on student success. She provided an update on the Graduation Initiative 2025 for Cal Poly Pomona, and made progress in every single category: 4-year rate, 2-year rate, and reducing the gap. The peers before the ASI Senate were engaged in this conversation, and focused on how ASI can be a partner and supporter of student success. They are headed in the right direction, have a strategic plan that is informing where their energies and efforts are going, and are excited to partner with the ASI Senate in doing that
4. Krista Smith, Director of Campus Recreation – Formally introduced herself to the ASI Senate, and part of her scope is the programs and services Campus Recreations offers, including the operations of the BRIC. She asked if they need assistance from Campus Recreation to not hesitate and ask

## II. DISCUSSION ITEMS

- A. Approval of Food Pantry Coordinator Job Description

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- a. Liz led the discussion on the position description of the Food Pantry Coordinator, now known as the ASI Care Coordinator and will be a part of the Care Coordinators across campus related to the Basic Needs Initiative of the University and ASI
- b. She explained the process of approval personnel and brand new positions and is a corporate policy that the position went through the Personnel Review Committee (PRC). The group met yesterday and reviewed the position description, made a couple of recommendations and revisions, and approved the position description. It is a two tier approval process, and PRC is a recommending body to the ASI Senate has approved it. They have the opportunity to approve it and it will be posted after their approval
- c. The position is funded through last year's budget cycle so they do have it budgeted under the 2018-19 fiscal budget. It was budgeted at a Coordinator level. Barny, Director of the Bronco Student Center, will supervise the individual in this position and the operation will be located in the Bronco Student Center. He has welcomed the position to his team. The individual will have an office located in the Student Government office, as it is important for that individual to have a close proximity to the work of Student Government as this is a Student Government initiative
- d. The process is to allow the ASI Senate to view the job description as a whole format and has been scrutinized. Their role is to agree to the PRC's approval or discuss and find out more information
- e. Pasindu asked if the position is time sensitive
- f. Liz confirmed it is time sensitive, as the person will be creating the operation. They originally had a goal opening it last Fall, but did not have a budget. Now that there is an approved budget, they need to get the position hired, which takes time to get the right and successful candidate on-boarded and building the operation. Time sensitivity is more around for them to hit the ground running and put it all in operation
- g. Fernando asked if the Coordinator will work with the Officer of Basic Needs and Secretary of Sustainability
- h. Liz clarified that it is not built into the structure, and this was a conversation at PRC. This would be classified as Other Duties as Assigned, as the Officer of Basic Needs may not exist in the future and the position may evolve or change. The advisory role or liaison role is meant to be a collaboration, but not a requirement
- i. Kyle asked if it should be voted on today to have the position posted as soon as possible
- j. Liz confirmed it would be nice to have it voted on today
- k. Tyler explained that with Robert's Rules, it would normally be a Discussion Item and it would be an Action Item at the next Senate meeting. It would be okay to break Robert's Rules but it would give them more of an opportunity to review it and have a voice in the opinion
- l. Rachel suggested to not suspend Robert's Rules as they have not had time to review the position description
- m. Liz reiterated that they do not need to look over it at the level of being a HR Officer or would be deciding to change the years of experience required. All of that has been vetted and discussed at PRC and by the HR Department, and by the professional staff who worked with their predecessors to create the position, role, and responsibilities. If they need more time to get the gist of what the person will be doing, that is fine and agrees that people need more time to understand what a Coordinator would do in an operation like this. She does not want them to get lost in revising things that are unnecessary and have professional teams that have done that already, and has been

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approved through PRC. PRC has HR representation from the University, has the Vice President of Student Affairs on it, and has students who are sitting at this table now, including Jenny, Rachel, and Pasindu

### B. Confirmation of Appointed Positions

#### 1. Jason Wong, Officer of Legislative Affairs

- a. Jenny spoke on Jason's behalf as her appointee for this position
- b. A question and answer session took place

### C. 2018-19 Policy Agenda

- a. Pasindu and Jenny led the discussion on the 2018-19 Policy Agenda, and if they want to extend the deadline
- b. Under the ASI By-Laws, the ASI President's duty is to get the Policy Agenda out within the first 90 days of Presidency, which would be on Wednesday, August 29<sup>th</sup>
- c. She has been receiving information on the Policy Agenda from the student leaders, and is asking the ASI Senate to break Robert's Rules to extend the deadline to allow her extra time to not rush the process
- d. Rachel suggested to extend the timeline to the next ASI Senate meeting, Thursday, September 6<sup>th</sup>, as it would provide everyone time to provide their input to the Policy Agenda

Motion made to suspend Robert's Rules and move Discussion Items A., B., and C. as Action Items A., B., and C. was made by Kyle, seconded by Itzia

Pasindu called the vote: 12/0/0, motion passed

Motion to move back into Robert's Rules was made by Jenny, seconded by Shane

Pasindu called the vote: motion passed by quorum voice count

## III. ACTION ITEMS

### A. Approval of Food Pantry Coordinator Job Description

- a. Motion to approve the Food Pantry Coordinator Job Description Entitled Care Coordinator was made by Jenny, seconded by Shane
- b. Pasindu called the vote: 12/0/0, motion passed

### B. Confirmation of Appointed Positions

- a. Motion to confirm Jason as Officer of Legislative Affairs was made by Kyle, seconded by Jeremy
- b. Pasindu called the vote: 12/0/0, motion passed

### C. 2018-19 Policy Agenda

- a. Motion to extend the deadline to the September 6<sup>th</sup> ASI Senate Meeting was made by Shane, seconded by Itzia
- b. Pasindu asked if two weeks is enough time and should limit themselves
- c. Rachel clarified that it is two weeks into the semester, and they only have two semesters. Pushing it any further out would be irresponsible
- d. Shane asked if Jenny is comfortable with the September 6<sup>th</sup> deadline
- e. Jenny said she can get it done and everyone had asked for time to give feedback to the document. Given that she has not received any further feedback, she believes it means

everyone is comfortable with the document and content. She is comfortable writing the language within the 2 weeks with the assistance from MDP and Ashley

- f. Pasindu called the vote: 12/0/0, motion passed

#### IV. INFORMATION ITEMS

##### A. Position Reclassification

- a. Liz led the discussion on the Position Reclassification, and explained the difference with the process for position reclassifications. When a position within ASI that existing is reclassified, that is not something PRC approves nor does the ASI Senate. It was presented as an Information Item to PRC and is an Information Item for the ASI Senate
- b. If the person has been doing more or different work, we follow with ensuring that they are promoted and their pay matches to the work they are doing
- c. The position that was reclassified is the Program Assistant to Program Coordinator in the Student Activities and Program area of the BSC. The Program Assistant position is no longer necessary, and they found it necessary to have two Program Coordinators for Student Activities and Programs and BEAT
- d. The individual in the role of Program Assistant has been working at the Program Coordinator level from when they arrived, working up and developing skills, and being with the operation for many years. That is why they decided to reclassify the position from the Program Assistant to Program Coordinator
- e. Jenny confirmed that it was presented as an Information Item to PRC yesterday. She explained that the Program Assistant position will be dissolved of, and the Program Coordinator position is being updated with the duties the individual has been performing
- f. A discussion took place on the position descriptions and variations between the Coordinator positions

##### B. Save the Date

- a. BroncoFusion, Friday, August 24, 2018
- b. Office of Student Life & Cultural Centers Student Open Forums
  - Friday, August 24, 2018, 12:00pm-12:50pm, CLA, Heritage Room
  - Monday, August 27, 2018, 12:00pm-12:50pm, BSC, Andromeda
  - Thursday, August 30, 2018, 12:00pm-12:50pm, BSC, Andromeda
  - Friday, August 31, 2018, 12:00pm-12:50pm, BSC, Andromeda
- c. CPP Day at the Fair, Friday, September 7, 2018, 12:00pm-12:00am
- d. National Voter Registration Day, Tuesday, September 25, 2018

#### V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, September 6, 2018, 3:00pm-5:00pm in England Evans
- B. Pasindu stated that Senate meeting 2018-19:05 was adjourned at 3:48pm

**MINUTES SUBMITTED TO:**



Pasindu Senaratne, Chair of the Senate

9/17/18

Date

MINUTES APPROVED AT SENATE 2018-2019:

06



Michelle Sims, Administrative Assistant

09/17/2018

Date