ASI SENATE MEETING
Thursday, April 18, 2019

Dr. Liz Roosa Millar
ASI Executive Director's Report

SUBJECT: CSU Audit Report 18-09, November 20, 2018 Update: All 4 recommendations have been cleared.

The objectives of the audit were to confirm compliance with regulatory requirements for the establishment and governance of auxiliary organizations; ascertain effectiveness of operational, administrative, and financial controls for the activities conducted by Associated Students, Incorporated (ASI); evaluate adherence to auxiliary policies and procedures and applicable Integrated California State University Administrative Manual (ICSUAM) policies, or, where appropriate, to an industry-accepted standard; and to ensure compliance with relevant governmental regulations, Trustee policy, Office of the Chancellor directives, and campus procedures.

OBSERVATIONS, RECOMMENDATIONS, AND RESPONSES

1. FACILITIES MAINTENANCE PROCEDURES – Cleared on 4/4/19
   RECOMMENDATION
   We recommend that the campus, in conjunction with ASI:
   a. Revise facilities management procedures to address key operations such as management oversight and reporting; administration of access in Main Boss; quality assurance protocols; and compilation and submission of reports to the campus for systemwide required reporting.
   b. Communicate the new procedures to affected facilities staff.

2. WORK ORDER ADMINISTRATION – Cleared on 4/4/19
   RECOMMENDATION
   We recommend that the campus, in conjunction with ASI:
   a. Review the process for recording work order status in Main Boss to identify and address procedures that result in incorrect labeling of work orders.
   b. Provide training to management and staff on work order completion requirements.

3. PREVENTIVE MAINTENANCE FOR NEW EQUIPMENT – Cleared on 2/11/19
   RECOMMENDATION
   We recommend that the campus, in conjunction with ASI, develop a procedure to capture preventive maintenance requirements for all applicable equipment within Main Boss or another centralized system.

4. TRAVEL EXPENSE DISBURSEMENTS – Cleared on 1/17/19
   RECOMMENDATION
   We recommend that the campus, in conjunction with ASI:
   a. Remind and, if necessary, retrain ASI staff and personnel on policies and procedures for travel-expense disbursements.
   b. Reiterate ASI policies and procedures regarding travel-expense disbursements to campus staff and students who submit disbursement and reimbursement requests to ASI.

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Jenny Greenberg
President's Report

1. Donut Worry Monday with President Coley happened on Monday April 8th.
    a. This is in response to my feedback about trying to be present where students are at and host more events to interact with students

2. Pizza with the Presidents happened on Wednesday April 10th from 6-10pm.
    a. This happened as a result of my sharing with the President's office that they should host events at different times to address the populations that are on campus at different days of the week and different times of day.

3. IRA and Biotrek
    a. Approved some mid-year budget requests and reviewed for annual requests on Tuesday April 16th.
    b. During this meeting I learned of an initiative that the Biotrek is working on to create a Basic Needs Student Garden.
    c. I took Alyssa our new Care Coordinator in charge of the Poly Pantry to the Biotrek on Wednesday to meet with the Director and talk about future partnerships between the Biotrek and the Poly Pantry.

4. United with Differences
    a. The United with Differences event happened on Wednesday April 17th. There were 4 panelists consisting of campus community members and 1 keynote speaker present. I wanted to commend the team for their efforts over the past year
5. D.C. Trip
    a. Myself and Alex, the Secretary of External Affairs, along with Juan Garcia the Student Trustee from Cal Poly Pomona joined President Coley on an advocacy trip to D.C. where we met with alumni, legislators, and departments.
6. Town/Gown Bike Ride
    a. On Friday April 19th I will ride on Liz's bike at the Town/Gown bike ride event going from campus to downtown Pomona and back to campus. President Coley and Mayor Sandoval will also be riding in the event.

Senate Report
Jeremy Jenanyan
Business Senator
March 21th, 2019

1. **Subject: Mock CFA Exam**
   Details: Finance Society: The FRL department is going to host a CFA Mock Exam on **Saturday, April 20th from 9 am to 1 pm in the Bloomberg Lab (Building 163-2032)**. The mock exam is going to simulate the first half of the exam by giving the first three hours of the exam time and one hour to go over the answers. The exam will be proctored by one of the FRL faculties. There will be limited seating so please email **Junior Stalwart at kmalayavej@cpp.edu** within the week if you're interested in attending. Make sure to bring a scantron, pencil, eraser, and financial calculator.

2. **Subject: Reverse Engineering Workshop**
   Details: Forensics and Security Technology: This Friday, FAST will be holding a workshop on Reverse Engineering with GHIDRA. This will be taking place **Friday, April 19th from 1-4PM in Building 163-1032!** For more information and updates, make sure to check out their Instagram!

3. **Subject: StrEAT Walk**
   Details: Students with an Interest in the Future of Technology: Tech Symposium is an annual student-led conference aimed to introduce students to the conference experience. Conferences are a great place for people build their social networks and explore a variety of different subjects. Come out to attend presentations and workshops that introduce you to the world of cyber security and explore opportunities in cyber security and system administration. Check out more information on their website! Tech Symposium will be taking place **Saturday, April 20th from 8AM-5PM in the CBA**, so make sure to go check it out!

4. **Subject: CBARN**
   Details: College of Business Administration Recognition Night will be Friday April 19th from 6-9pm. This night is to recognize various clubs and awards, students, and faculty for all the hard work they put in throughout the school year. We have already begun the set up for it as applications for awards have been submitted and we will be deciding winners very soon. We also have already determined the food that will be provided for the night. We will be having a 3 course meal catered by Kellogg West. The rest of the set up process we are continually working on it in order for it to be a great event.

SENATE MEETING REPORT

Rocio Antonio
CCHM Senator
April 18, 2019

1. **Subject:** BASE Program
   Details: Base members are interested in attending joint F&O and Finance Committee meetings.

2. **Subject:** Transportation Advisory Committee
   Details: Bike Ride around campus on April 19th.

3. **Subject:** Hospitality Management Council
   Details: We are looking into setting up a social media account for our council next year to keep our students engaged and involved. We have our transitional meeting this Friday from 8am to 12pm.

4. **Subject**: Finance Committee
   Details: We had a joint meeting with Facilities and Operations Committee, we are looking at the ASI budget. ASI budget approved, will be reviewed by Senate today.

5. **Subject:** Facilities and Operations Committee
   Details: No meeting on April 12th, no new updates.

6. **Subject:** SPICE Committee
   Details: No new updates.

7. **Subject:** Executive Committee
   Details: No Report. Hopefully a meeting will be called by the end of the year.