



ASSOCIATED
STUDENT
GOVERNMENT
UNIVERSITY OF SAN DIEGO

Senate Agenda

Saturday, September 23rd, 2021

12:15pm

University of San Diego

1. Call to Order
2. Land Acknowledgement (2 min)
3. Roll Call (3 min)
4. Swearing-in (5 min)
5. Approval of the Agenda, September 23rd, 2021 (2 min)
 - Motion passed -- 12:38
6. Approval of the Minutes, May 4th, 2021 (2 min)
 - Motion passed -- 12:39
7. Confirmation of Senate Leadership Team, Committee Chairs, and Coordinators (5 min)
 - Motion approved -- Alana 12:40
8. Report from Speaker of the Senate (5 min)
 - SACBOT meeting tomorrow (Sean and Justice)
 - Met with VPSA Charlotte Johnson yesterday
 - All Committee Chair and Coordinator positions filled with the exception of Athletics Coordinator
 - Plan to fill Committee assignments and vacant Senate seats within the next week
9. Reports from ASG Executive Board (15 min) 12:44 finished

Justice:

- SACBOT tomorrow
- Strategic Planning Steering Committee later today
- VP Charlotte Johnson attended exec meeting on Monday
- Meeting with Charlotte and Ky Snyder (VP of University Operations) who serve on COVID-19 Action Team next Thursday

Associated Student Government of the University of San Diego
September 23rd, 2021 | 12:15pm



ASSOCIATED
STUDENT
GOVERNMENT
UNIVERSITY OF SAN DIEGO

- Exec lunch next Tuesday with President Harris and VPs

VP:

Met with Guerrieri and Sean on August 31, 2021 to talk about COVID-19 protocol, primarily professors in the classroom and students

- Sent an email to Dean Norton to discuss ASG's new goals for the year and to provide student feedback
- Professors met with the COVID-19 Action team from last University senate to get clarity, though there is still much confusion amongst staff and faculty about how to properly navigate class if a student has COVID-19
- meeting with USD Academic Affairs committee this Friday
- There are still complaints about some students and professors that administration does not have a specific protocol about COVID-19 amongst all departments, so there is much ambiguity

Logan:

- Access to Google Drive
- Update your Google Calendar
- Logging office hours

Sarah Babar:

- Bylaw/Constitution edits and Performance Reviews

Kobe Huynh:

- Orgullosamente (Proudly) LatinX Celebration is next Friday from 5pm to 8pm in front of the SLP
- Homecoming Concert and Homecoming Tailgate planning is underway... artist hopefully announced soon
- ACBOT on Friday morning

Shyen Hirabayashi:

- Chair ASGBC and Finance Committee
- ASGBC Chair Vacancies: Academic, Religious/Spiritual orgs
- ASGBC Cheat Sheet
- Finance Committee Meeting for Board of Trustees tomorrow
- Event/Funding Request Presentation for orgs



ASSOCIATED
STUDENT
GOVERNMENT
UNIVERSITY OF SAN DIEGO

10. New Business

- a. ASG Finance Overview Presented by Shyen Hirabayshi (she/her) & Madeline Kreig (she/her) (25 min)

- responsible for the allocation of the USD student activity fee
- Allocate funds
- Review spending
- Be a good steward of the student activity fee
- Funding allocated Fall and Spring semester
- Reports are submitted quarterly

Voting Members:

- ASG President
- ASG Vice President
- ASG Speaker of the Senate
- TPB Chair
- Four Senate Committee Chairs: Academics; Inclusion, Diversity, Equity & Accessibility; Student Life; Student Orgs
- Non-Voters: Chief of Staff, The Finance Chair, Advisor: Jen Lee Aller

ASG Budget:

- \$2.05 Million
- Breakdown: 40% ASG, 35% TPB, 20% Centers, 5% Reserve

Reserve:

- \$65,000 or 5% of budget (whichever is lower)
- Can only be spent with Senate $\frac{2}{3}$ approval

Endowment:

- With the exception of the reserve; 75% of all funds that are unspent and unallocated at the end of the fiscal year will go into the ASG endowment
- Funds in the endowment will go towards student scholarships
- ASG did not add any funds to the endowment last year

Senate in ASG Finances:

- Senate reviews budget allocations for Fall and Spring and votes to approve the budget
- Senate receive updates on quarterly spending and can provide feedback



ASSOCIATED
STUDENT
GOVERNMENT
UNIVERSITY OF SAN DIEGO

Now:

- Quarter 1 ends September
Finance Committee will review Q1 reports
Senate will review Q1 reports
- Committee will be allocating budget for Spring semester in November
Senate will vote on Spring allocations at the end of Fall semester

b. Finance Committee Reallocations Presented by Shyen Hirabayashi
(20 min)

Funds allocated for ASG:

- Exec, Senate, Operations, and Creative Zone
- Allocated by line item/initiative\
- ASGBC → Funds allocated in lump sum, distributed to ASGBC
Comm

Funds allocated for TPB:

- Funds allocated in lump sum
- TPB allocates funds internally as they plan events
- A list of events may be submitted with funding request

Centers:

- Funds allocated in lump sum for items requested

Funding guidelines:

- Food: \$8.50 for food per person per meal
- Supplies: Essential to initiative: \$5 per person, Non-essential to initiative: \$250 per Center/Exec/TPB **TOTAL**
- Transportation: Not funded - use the Lyft initiative
- Entertainment: Essential to initiative: \$250, TPB = exception, cannot exceed 15% of semester allocation, Non-essential to initiative: \$0
- Marketing: TPB/Exec = \$2,000 total
- Only 1 exec member allowed to have marketing budget (PR Chair), not including TPB
- Centers = \$0, use Creative Zone for initiatives
- Flyers require the current ASG logo
- Decorations: \$0
- Swag, giveaways, etc.



ASSOCIATED
STUDENT
GOVERNMENT
UNIVERSITY OF SAN DIEGO

- \$0 = Centers
- Do not require ASC
- Prizes are not swag, giveaways, etc.
- Prizes = \$10 per person receiving prize
- Conventions/Conferences - \$0
- Re-requested Events
 - Max approval is the lower of the new request and original request
- Overlapping initiatives
 - Centers/Exec/TPB must collaborate if initiatives overlap
 - No double funding of overlapping initiatives, give to area taking lead
- Re-requested Events
 - Max approval is the lower of the new request and original request
- Overlapping initiatives
 - Centers/Exec/TPB must collaborate if initiatives overlap
 - No double funding of overlapping initiatives, give to area taking lead
- Funds
 - Examples include: Senate Initiatives, Discretionary, etc.
 - Must have a committee of:
 - 1 Exec Member (member requesting the funding)
 - Finance Chair
 - 2 Senate Committee Chairs overseeing the fund
 - Allocations over \$250 or 5% of semester allocation must be approved by Senate with a simple majority vote

Things to consider when allocating funds:

- Why is this event/program important?
- Who will benefit from funding?
- How can we reach new audiences?
- How can we fund events without overlapping?
- How are groups utilizing the funds they already have?
- How large is the department's budget?

ASG OPS & Creative Zone:



ASSOCIATED
STUDENT
GOVERNMENT
UNIVERSITY OF SAN DIEGO

ASG Operations

- Office Supplies: +\$2,000
- DirecTV: +\$650.00
- Updates to the third floor of the SLP: +\$75,000

Creative Zone

- *Social Media Campaign Funding: +\$500

President

- Welcome Week: +\$10,000
- Lyft Initiative: +\$20,000
- Discretionary Fund: +\$5,000

TPB:

- Lump Sum: +\$100,000

Speaker of the Senate:

- Food Pantry & Torero Closet: +\$5,000
- Toreros in Need Fund: +\$25,000
- Senate Initiatives Fund: +\$10,000
- *Hammock Maintenance: +\$1,000

Speaker of the Senate:

- ASGBC Funding: +\$25,000
- *Center's Discretionary Fund: +\$75,000

Public Relations Chair:

- Team Merch (Polos): +\$3,000
- Initiative Marketing: +\$1,000
- ASG Giveaways/Promotional Items: +\$5,500
- *Elections: +\$3,500

Questions:

Lyft:

- Marketing for students to be able to use it and more marketing (Will talk with Luchia and Justice funds)
- Jen: Over the summer there were over funds



ASSOCIATED
STUDENT
GOVERNMENT
UNIVERSITY OF SAN DIEGO

Discretionary Fund:

- Finances in spring: not all will be reallocated into the spring funds

Lauren:

Can this approval process be created for discretionary funds? Senate be aware and be able to vote

- Shyen: Finance committee meet at end of year (Sean, Justice and Sarah get to vote on this) small three people committee will approve that
- Justice: It is within bylaws and fund created so it would be approved
- Jen: now committees are established so they will be selected and asked to be part of these decisions.

11. Final Business and Hearing of the Public. *At this time, any Senator may take from the table any motion previously laid on the table in the meeting the week before or present urgent business; any member of the public may voice any concerns to the assembly on non-agenda items.* (10 min)

Catherine:

- Night librarian at Copley until 2am
- Group study rooms open and need to reserve these rooms
- Looking for student input on how to better supports group organizations

12. Adjournment (2 min)



ASSOCIATED

The public is invited and encouraged to participate in all Associated Student Government Senate Meetings. All discussion is welcome during Final Business and Hearing of the Public.

STUDENT

GOVERNMENT

UNIVERSITY OF SAN DIEGO