

# Cornell University Student Assembly

## **Cornell University Student Assembly**

Agenda of the Thursday, October 18, 2018 Meeting  
4:45pm-7:00pm in Willard Straight Hall Memorial Room

- I. Call to Order & Roll Call**
- II. Approval of the Minutes**
  - a. October 4, 2018
  - b. October 11, 2018
- III. Open Microphone**
- IV. Presentation from Don Sevey and Tom Horton on Two-Factor Authentication**
- V. Announcements and Reports**
  - a. EVP Anderson- Homeplate Program
  - b. VP Finance Barbara- Byline Audit Reports
    - i. CUEMS
    - ii. Outdoor Odyssey
    - iii. ECO
    - iv. Slope Media
- VI. Business of the Day**
  - a. Resolution 10: Approving Revisions to Appendix C
  - b. Resolution 12: Instituting Bi-Weekly Reports for Representatives
- VII. Adjournment**



**Cornell University**  
**Student Assembly**

Originally Presented on:	(10/4/2018)
Type of Action:	Internal Policy
Status/Result:	Business of the Day

1 S.A. Resolution #10  
2 Approving Revisions to Appendix C

3  
4 ABSTRACT: This resolution proposes amendments to the section of the SA Charter that contains  
5 guidelines for allocating the Student Assembly Infrastructre Fund to the Student Assembly  
6 Infrastructre Fund Comission.

7  
8 **Sponsored by: Ian Wallace '20**

9  
10 **Whereas**, Appendix C has not been revised since it was first approved during the 2014-15 school  
11 year;

12  
13 **Whereas**, the timeline as layed out in the current language has never been followed by SAIFC;

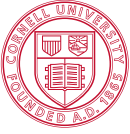
14  
15 **Whereas**, the unclear wording makes it difficult for the committee to follow the procedures as  
16 established in the charter;

17  
18 **Be it therefore resolved**, the Student Assembly amends Appendix C of the Student Assembly  
19 Charter in accordance with the attached document.

20  
21 **Respectfully Submitted,**

22  
23 Ian Wallace '20  
24 *Chair, Student Assembly Infrastructre Fund Commission*  
25 *LGBTQ+ Liaison At-Large, Student Assembly*

26  
27 *Reviewed by: SAIFC, 11-0-1, 09/27/2018*



1 **APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE**  
2 **STUDENT ASSEMBLY INFRASTRUCTURE FUND**

3 **Section 1: Preamble**

4 The Student Assembly (the Assembly), is charged with the allocation of the Student Assembly Infrastructure Fund  
5 (SAIF). Applications for funding provided by the SAIF must be reviewed ~~annually by~~ the SAIF Committee and are  
6 subject to overview by the Appropriations Committee.

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7 **Section 2: Sources of Funding**

8 ~~By the first of November~~ of every year, ~~the annual pay-out of~~ the SAF endowment fund ~~will be~~, transferred into the  
9 ~~SAIF~~ under the Student ~~Disbursement Account of the~~ Assembly.

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10 **Section 3: Closing of Account at Year End**

11 ~~By the last regularly scheduled Student Assembly meeting of the fall semester, the chair of the SAIFC will deliver a~~  
12 ~~report to the Assembly of all funds, committed, spent and unspent, remaining in the SAIF Disbursement Account.~~

**Deleted:** On the first of June of every year, any outstanding amount in the budget of the SAIF under the Student Assembly budget be transferred back into the SAF endowment fund

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13 **Section 4: Definitions**

14 The following terms, which appear frequently in this Appendix, shall be defined as follows:

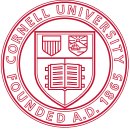
- 15 A. Organization: a registered Independent or University organization that has authorization to receive funding.
- 16 B. Application: the request to receive a funding ~~award~~ from the SAIF for a project or initiative.
- 17 C. Applicant: any individual student, group of students, organization, or group of organizations who submits an  
18 application to receive a funding ~~award~~ from the SAIF.
- 19 D. SAFC: Student Activities Funding Commission, a committee of the Student Assembly, as outlined in the  
20 Student Assembly Bylaws.
- 21 E. Byline funding: line item funding that comes directly from the SAF as described under Appendix A of the  
22 Student Assembly Charter.
- 23 F. Appropriations Committee: a committee of the Student Assembly, as outlined in the Student Assembly  
24 Bylaws.

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25 **Section 5: Purpose**

26 The purpose of the SAIF is to financially support projects and/or initiatives that improve infrastructure or facilities  
27 on campus that contribute to the undergraduate experience of Cornell students.



42 Section 6: Eligibility

43 To be eligible to receive a funding award from the SAIF, an application for a project or initiative must:

- 44 A. be developed, organized, and submitted by Cornell undergraduates;
- 45 B. allow Cornell undergraduate students equal access to the benefits of the project;
- 46 C. be an initiative located on the Ithaca campus of Cornell University;
- 47 D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
- 48 E. not have previously requested and received a funding award from the SAIF for the same purpose.

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49 Section 7: Permitted Applications

50 The following applications represent some, but not all, of the eligible projects or initiatives that, if they are not among  
51 the list of prohibited applications, may receive funding awards from the SAIF:

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- 52 A. a renovation of a room or building
- 53 B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
- 54 C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (i.e. a
- 55 planned renovation by the administration could be substantively expanded via student support); and
- 56 D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of
- 57 funding on campus.
- 58 E. A web-based application that provides benefits to Cornell undergraduate students.

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59 Section 8: Prohibited Applications

60 The following applications are prohibited from receiving funding awards from the SAIF:

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- 61 A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on
- 62 behalf of the applicant;
- 63 B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
- 64 C. an application to cover the costs of a regularly occurring project or initiative; and
- 65 D. an application that directly or indirectly subsidizes the cost of tuition of an individual student.

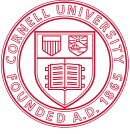
66 Section 9: Procedure for Determining Funding Awards

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- 67 A. Release of Application
- 68 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive
- 69 funding from the SAIF to the Office of the Assemblies by the second regularly scheduled Student
- 70 Assembly meeting;

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- 84 ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available  
 85 to all eligible applicants by the third regularly scheduled Student Assembly meeting, or one week  
 86 following the meeting with the SAIFC Chair, whichever is sooner.  
 87 iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive Committee of  
 88 the Student Assembly, detailing how the SA will make all students aware of the SAIFC. This plan  
 89 shall be approved by the Executive Committee, by the second regularly scheduled Student Assembly  
 90 meeting of the Fall semester.  
 91 iv. The chair of the SAIFC is responsible for releasing a timeline by third regularly scheduled Student  
 92 Assembly meeting of the Student Assembly each semester consisting of the deadline for applications,  
 93 when those applications will be reviewed by the SAIFC, and when those funding awards will be  
 94 announced.  
 95 v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received  
 96 applications that have not yet been reviewed in addition to, the dates released in the timeline on the  
 97 first day of each semester.  
 98 B. Funding Award Evaluation Process  
 99 i. For each application, the SAIFC will:  
 100 a. arrange a hearing where the proposers of the application may address questions of the  
 101 committee,  
 102 b. determine if the application is eligible to receive a funding award from the SAIF,  
 103 c. decide the order in which applications are voted upon to receive funding awards by first  
 104 holding a ranked order vote by committee members. Once SAIFC has established  
 105 application rankings, the vote on funding awards will proceed from the highest ranked  
 106 application and so on in descending order.  
 107 ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which  
 108 includes the:  
 109 a. name of the applicant,  
 110 b. project or initiative requested in the application,  
 111 c. date that the SAIFC reviewed the application,  
 112 d. funding award amount requested by the applicant,  
 113 e. funding award granted by the SAIFC and what that funding award is as a percentage of the  
 114 available funding in the SAIF at the beginning of that academic year, and  
 115 f. rationale explaining the SAIFC's decision  
 116 iii. All funding awards granted by the SAIFC must be approved by the Dean of Students before  
 117 becoming finalized.  
 118 iv. If the applicant has a University operating account with internally controlled funds and oversight by a  
 119 Cornell-employed advisor, the Vice President for Finance will approve the transfer of funds from  
 120 the SAIFC into their account. If the applicant does not have an account that meets these eligibility  
 121 requirements, the amount of the funding award will be separated from the remaining balance of the

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**Deleted:** <#>the first funding gift that receives a 4/5 majority of voting members present and is more than 75% of the percentage of the available funding in the SAIF at the beginning of that academic year, <#>the first funding gift that receives a 2/3 majority of voting members present and is more than 50% of the percentage of the available funding in the SAIF at the beginning of that academic year, <#>the first funding gift that receives a majority of voting members present and is less than 50% of the percentage of the available funding in the SAIF at the beginning of that academic year, <#>

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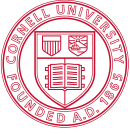
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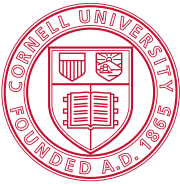


Cornell University  
Student Assembly

- 156 SAIF and expenses will be processed [through regular university accounting procedures through the](#)  
157 [Office of Assemblies, like](#) all others under the Student Assembly budget.  
158 v. At each meeting of the Assembly immediately following [the final approval of a funding award by the](#)  
159 [Dean of Students](#), the report associated with the application must be included in the meeting's  
160 agenda.  
161 vi. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the  
162 SAIF with the Office of the Assemblies.  
163 vii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall  
164 inform the Assembly of any setbacks the Commission faces in implementing its projects

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**Cornell University**  
**Student Assembly**

Originally Presented on:	(10/04/2018)
Type of Action:	Internal Policy
Status/Result:	New Business

1 S.A. Resolution #12  
2 Instituting Bi-Weekly Reports for Representatives  
3

4 ABSTRACT: This resolution seeks to amend the Standing Rules to mandate that all voting  
5 representatives submit weekly reports in an effort to improve accountability.  
6

7 **Sponsored by: Joe Anderson '20**  
8

9 **Whereas**, much of the work of Student Assembly members happens outside of Student Assembly  
10 meetings;  
11

12 **Whereas**, submitting bi-weekly reports would allow representatives to show the meetings they  
13 attend weekly for Student Assembly related work;  
14

15 **Whereas**, these bi-weekly reports would also improve the accountability of representatives as these  
16 reports would be reported in conjunction with the meeting minutes from the previous  
17 meeting;  
18

19 **Whereas**, these bi-weekly reports would allow representatives to also report on any current  
20 initiatives;  
21

22 **Be it therefore resolved**, insert on line 147 of the Standing Rules:  
23

24 "N. Rule 14: Every voting member of the Student Assembly shall submit their weekly  
25 report for the previous week to the Executive Vice President at least 72 hours in advance of  
26 the next regularly scheduled meeting to be included with the meeting minutes for the  
27 previous Student Assembly meeting. Failure to provide a bi-weekly report will result in a  
28 quarter absence unless the representative provided a reasonable excuse to the Executive Vice  
29 President."  
30

31 **Be it finally resolved**, the form shall be the same for all representatives and will be included in all  
32 the weekly Calls for Agenda Items.  
33

34 **Respectfully Submitted**,  
35

36 Joe Anderson '20  
37 *Executive Vice President, Student Assembly*  
38

39 *(Reviewed by: Executive Committee, 5-0-0, 10/2/2018)*  
40