

**TITAN STUDENT UNION POLICY COMMITTEE
MINUTES
February 18, 2009**

CALL TO ORDER

Grant Deering, Chair of the Policy Committee, called the meeting to order at 2:31 p.m.

ROLL CALL

Members Present: Borden, Deering, Ramirez, Uballe, Yu

Ex Officio Present: Borsting

Guests: Anthony Ragazzo

APPROVAL OF AGENDA

The agenda was approved as submitted. (Borden-m/Yu-s)

APPROVAL OF MINUTES

The minutes from the September 24, 2008 meeting were approved as submitted. (Ramirez-m/Borden-s)

The minutes from the November 19, 2008 meeting were approved as submitted. (Uballe-m/Ramirez-s)

CHAIR'S REPORT

Deering stated that the Board members discussed the restructure of the TSU Board at the winter retreat. Deering distributed the proposed changes to the charter & bylaws to the members. Deering asked the members to review the document. There will be an action item at the next meeting.

NEW BUSINESS

Update to TSU Operating Policies – Office Assignments/Student Club Office Space

Deering stated that the TSU operating policies needed to be updated in regards to office assignments and student club office spaces to the current practices.

The proposed changes were as follows:

33. OFFICE ASSIGNMENTS

E. Student Organization Use shall be addressed as follows:

- 1) During the fall and spring semesters, applications shall be available for student clubs/ organizations to request an office space assignment for the following academic year semester.
 - a. Space assignments are made for one semester and shall be in effect from one week prior to the first day of the fall semester classes to June 15th of that academic year the Friday of the week following final exams.
- 2) At the start of each ~~During the fall~~ semester, the Chair of the Space Allocation Committee shall assess the number of office spaces not claimed or still

NEW BUSINESS (cont'd)
Update to TSU Operating
Policies – Office
Assignments/Student Club
Office Space (cont'd)

vacant from the spring allocation process. At that point, applications shall be made available for student clubs/ organizations to request an office space assignment for the current ~~academic year~~ semester.

- a. Space assignments shall be in effect from the date of the Titan Student Union Governing Board's action to allocate the space until ~~June 15th of that academic year~~ the Friday of the week following final exams.

34. STUDENT CLUB/ORGANIZATION OFFICE SPACE

- B. Additionally, a copy of the Policies and Regulations for Use of Student Organization Offices, as outlined below, shall be provided to the student club/organization's president/chair.

- 8) Unframed posters may be attached to walls with ~~tacks only, not with tape or glue~~ blue painter's tape only. This tape is available from the ASI/TSU Office of Program Support. Upon request, the Titan Student Union staff shall mount pictures, signage, bulletin boards and other decorative items to appropriate spaces. Requests for installation of such items are to be made in writing to the ASI/TSU Office of Program Support.
- 18) Only two office keys shall be issued: one to the President/~~Chair~~ and one to the ~~Vice President/Vice Chair Treasurer, as listed with the Dean of Students Office.~~ A \$10.00 refundable deposit shall be required for each key issued. Lost or broken keys shall be charged at the cost of replacement plus a service charge. Individual key holders may not lend or transfer keys to other persons. Tenants shall be charged for lock changes required to maintain security.
- 19) Persons who have been assigned office space must vacate their offices at the close of regular building hours. Operating hours are posted on building entrances. In no case shall office tenants or visitors be permitted to remain in the Titan Student Union when it is not under the supervision of authorized staff. Requests for special exceptions to this policy must be made in writing to the ASI/TSU Office of Program Support ~~(Room 269, Titan Student Union)~~ and to the TSU Assistant Director for Operations.
- 20) Office space allocations shall be made for a period of one ~~academic year~~ semester commencing one week prior to the start of ~~fall~~ the semester ~~classes~~ and through ~~June 15 of the following year~~ the Friday of the week following finals. Tenants are expected to have removed all personal belongings no later than

NEW BUSINESS (cont'd)
Update to TSU Operating Policies – Office Assignments/Student Club Office Space (cont'd)

June 15th the Friday of the week following finals.
 Property left on the premises shall be removed to the trash.

- 22) The Titan Student Union provides mail delivery at no charge. Each Student clubs/organizations, which is are recognized by the Dean of Students Office, receives-may arrange for a mail slot in room 247. Mailboxes shall not be utilized for the personal use of individual members.

36. RESPONSIBILITY OF INDIVIDUALS OR GROUPS REGARDING ASSIGNED OFFICE SPACE

- B. Signs, wall decorations, and bulletin boards must be approved by the Director ASI/TSU Office of Program Support and may must be installed only by Titan Student Union Building Engineering staff.

Uballo asked about the change to only allow the use of tape to put up posters.

Ragazzo stated that the use of tape is sufficient. The guideline came from the Building Engineering department. They asked that pushpins no longer be used. The tape is only to be used for unframed posters.

Borden asked why the key was to be issued to the Treasurer instead of the Vice Chair.

Ragazzo stated that the policy is consistent with the registration of student clubs with SORC.

Uballo asked to revise #22 under 34B to read as follows: "Student clubs/organizations which are recognized by the Dean of Students office may request mail pickup and delivery through the Student Organization Resource Center. This service shall not be utilized for the personal use of individual members."

There were no objections to the revision.

MAIN MOTION
MSC: 4-0-0

On a motion duly made, seconded and carried, the Policy Committee approved sending a recommendation to the TSU Board to update the TSU operating policies in regards to office assignments and student club office space. (Uballo-m/Borden-s)

Update to TSU Operating Policies – Fee Waivers

Deering stated that the item was to deal with the moratorium on fee waivers that was adopted by the TSU Board.

The proposed changes were as follows:

17. ROOM RENTAL CHARGES

- 4) Direct costs associated with events which are not included in normal room charges, such as event managers, chargeable AV equipment, special event insurance and other similar charges may not be waived.

NEW BUSINESS (cont'd)
Update to TSU Operating
Policies – Fee Waivers
(cont'd)

Borsting stated that the additional language would no longer allow direct costs to be waived. The TSU would no longer be subject to subsidizing the costs of events.

Borsting stated that after the last meeting he asked Jeff Fehr to compile a list of groups that were granted fee waivers. There were 6 instances where fees were waived. Three of the six waivers were for room rental fees only.

Uballe stated that he asked Borsting in a previous meeting if the issue with these fee waiver requests was because of lost income.

Uballe stated that the impact of the fee waiver requests on income was nominal. These organizations can maximize their profits for their philanthropic events.

Borsting stated that philosophically the TSU Board has supported student groups in their activities in not charging room rent. The philosophy has been extended into the games area. The different issue is not waiving revenue is that there is a real cost being incurred (e.g., labor costs). There are many clubs that are hosting equally valuable events that do not come to the Board seeking a fee waiver.

Borsting asked if waiving the manager fees the same as subsidizing the philanthropic endeavor with real money.

Ragazzo stated that the ASI is a non-profit corporation and is bound by certain rules. ASI has a policy on making donations when there are real costs incurred.

Ragazzo stated that all divisions of ASI are aligned with the policy statement that governs donations to organizations.

Borsting stated that student organizations are allowed to schedule a 3-hour event once a year in the games area without a fee.

Uballe stated that the Committee should consider the ability to waive fees for philanthropic events.

Borsting asked when the student clubs are asking for waivers for their philanthropic events are they asking for the TSU to incur the costs.

Uballe answered yes.

Ragazzo stated that these types of waivers are considered donations. The policy has a \$100 limit per group per semester for donations.

Ragazzo stated that the policy is specific to philanthropic events and donations.

Borsting stated that the policy language could include the requirements of the ASI policy for donations.

Borden stated that if there is an ASI policy regarding donations that it should be included in the TSU policy.

NEW BUSINESS (cont'd)
Update to TSU Operating Policies – Fee Waivers (cont'd)

Ramirez stated that there are costs that are being incurred. The question is who pays for the donation. The student clubs put on the fundraisers; they should bear the costs associated with the events.

Borden stated that when a group hosts a fundraiser they expect that there are costs involved.

Borden stated that not all of the groups are aware of the possibility of seeking fee waivers. It gives an unfair advantage to those that know about the waivers.

Borsting stated that there is a potential amendment to the motion. A clause could be added to the end of the sentence which would read as "without TSU Board approval and are subject to ASI policies in regarding philanthropic donations."

Borden made an amendment to include the clause "...without TSU Governing Board approval and subject to ASI policies associated with philanthropic donations." Yu seconded the amendment.

AMENDMENT
4-0-0

On a vote of 4-0-0, the amendment was adopted.

The new policy language is as follows:

4) Direct costs associated with events which are not included in normal room charges, such as event managers, chargeable AV equipment, special event insurance and other similar charges may not be waived without TSU Governing Board approval and subject to ASI policies associated with philanthropic donations.

MAIN MOTION
MSC: 4-0-0

On a motion duly made, seconded, amended and carried, the Policy Committee approved sending a recommendation to the TSU Board to update the TSU operating policies in regards to fee waivers. (Borden-m/Ramirez-s)

MEMBERS' PRIVILEGE

None.

PUBLIC COMMENTS

Borsting stated that he would like to propose that staff research the chargebacks for manager fees. The Committee could consider to some level of support to all student groups. There might be a policy where all student clubs are entitled to a number, like \$100, per year to be waived from their events, similar to the special games event policy.

ADJOURNMENT

The meeting was adjourned at 3:36 p.m.

Grant Deering, Committee Chair