

**TITAN STUDENT UNION GOVERNING BOARD  
MINUTES  
February 11, 2009**

**CALL TO ORDER**

Holly Tripp, Chair of the Board, called the meeting to order at 2:34 p.m.

**ROLL CALL**

Members Present: Borden, Deering, Eberly, Ramirez, Ramsey, Tripp, Whittle, Zhao

Members Absent: Hernandez, Lockwood<sup>1</sup>, Shoar<sup>1</sup>, Smith<sup>1</sup>, Uballe<sup>2</sup>, Yu<sup>3</sup>

Ex Officio Present: Borsting, Jarnagin, Sanchez

Guests: Annabelle Cariaga, Serena Cline, Larry Martin, Jeannie Mollenauer, Anthony Ragazzo, Kirsten Stava, Andrea Willer

1. Tripp excused Lockwood, Shoar and Smith.
2. Uballe left the meeting at 4pm. According to the TSU Bylaws, members are considered absent if they do not remain until the scheduled ending time of the meeting.
3. Yu left the meeting at 3:45pm. According to the TSU Bylaws, members are considered absent if they do not remain until the scheduled ending time of the meeting.
- 4.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

The minutes from the January 28, 2009 meeting were approved as submitted. (Zhao-m/Deering-s)

**NEW BUSINESS**

**Presentation – Operations  
(Kirsten Stava) – Time  
Certain 2:35pm**

Kirsten Stava, Building Operations Manager, made a presentation on the TSU Operations department,

**Proposed Revised 2008-09  
TSU/SRC Operating Budget**

Borsting presented the proposed revised 2008-09 TSU/SRC operating budget.

Borsting stated that the revised budget has yielded savings of \$62,538.

Borsting went over the changes in income:

- 1) Titan Recreation – decrease of \$192,381 or 33.4%  
Overall reduction in income projections primarily due to reduced membership sales and fee-based instructional programs. Projections for Titan Youth Sports Camp registration fees have also been decreased.
- 2) Interest Income – decrease of \$79,815 or 39.9%  
Projected local interest income has significantly decreased due to major market shifts and current economic conditions. Interest

**NEW BUSINESS (cont'd)**  
**Proposed Revised 2008-09**  
**TSU/SRC Operating Budget**  
**(cont'd)**

- rates assumptions have been adjusted to reflect these changes.
- 3) General Services – decrease of \$68,898 or 13.7%  
Actual and projected sublease income has decreased due to the closing of the STA Travel office.

Borsting went over the changes in expenses:

- 1) Utilities – decrease of \$250,089 or 20.3%  
Decrease in overall expense projections for electrical, water and sewer reflects more accurate assumptions associated with SRC operations.
- 2) Building Engineering salary, benefit expenses – decrease \$51,600 or 5.6%.  
Expenses decreased in staff expenses due to an extended vacancy with one full-time position. Savings were somewhat offset by additional student labor expenses.
- 3) Minor Construction –  
Increased budget allocations for Food Services Minor Construction of \$30,000 and Building Engineering Minor Construction of \$80,000. Both increases support the strategy to expedite various repairs and minor upgrades within the student union facility.

Ramsey asked what assumptions were being used in regards to SRC income.

Borsting stated that the budget process allows Willer and the Titan Recreation staff to develop next year's number with actual numbers.

Borsting stated that one of the areas of savings this year was utilities. In the 2009-10 budget, they will continue budgeting conservatively again, but the University is changing the model of how charges are computed. The University is installing new utility meters. The chargebacks will be computed at the time of consumption as well as usage. The University currently charges on an average KWH basis. With the new system, the TSU will be charged the actual KWH costs. They expect a spike in utility charges when the new system is in place since the consumption of utilities in both facilities is during peak times.

Jarnagin asked about the minor construction increases.

Borsting stated that the \$30,000 increase in the food services minor construction line item was due to a new kitchen hood suppression system. The current system is not compliant with UL300.

Borsting stated that he put increase in the budget because it hadn't been discussed what organization—TSU or Auxiliary Services Corporation—would be responsible for the installation of the system. Borsting stated that he has met with ASC, and it has been decided that the ASC and TSU would share the cost of the new suppression system by assigning the cost to ASC and the TSU receiving less net income. Borsting stated that the money will be kept in the TSU budget in the event that the upgrade costs more money than anticipated.

Borsting stated that the funds in the Building Engineering minor

**NEW BUSINESS (cont'd)**  
**Proposed Revised 2008-09**  
**TSU/SRC Operating Budget**  
**(cont'd)**

construction fund is to pay for \$30,000 in plumbing related repairs to the Atrium hot water pipe. There is \$28,000 for water proofing and expansion joints around the building. There is a placeholder number of \$25,000 for any other projects that may come up before year's end.

Whittle stated that with the lower income in the Titan Recreation department there was a reduction in expenses. Whittle asked if the reduction in expenses will affect the SRC operations in the long run.

Borsting stated that they are holding off the addition of more full-time staff for at least another year. They hope the reduction in expenses will have little effect in the long-term.

Willer stated that the budget included labor costs to keep the SRC open until midnight during the semesters. They found that the closing time listed on the operating hours (11pm) was sufficient. They have modified their staffing model for off-peak hours. They have reduced the number of staff on the fitness floor by one.

**MAIN MOTION**  
**MSC: 8-0-1 [Borden]**

On a motion duly made, seconded and carried, the Board approved the revised 2008-09 TSU/SRC operating budget as presented. (Ramsey-m/Deering-s)

**Titan Pride Center**  
**Overview (Tony Ragazzo)**

Ragazzo shared the details of the Titan Pride Center project.

Jarnagin stated that she saw the possibilities with parents. The Center might help with funding with parent programs. Jarnagin asked if there was a concern of having no walls.

Ragazzo stated that the Center will be an open space similar to the Information Desk. The items—including the phone and computer—will be secured. It was meant to have an open design.

Yu asked if they would be partnering with the Titan Tusk Force.

Ragazzo stated that the two will be separate, but TTF will have its role in the Center.

Eberly asked if there was enough space for the Titan Rewards Program.

Ragazzo stated that the inventory will be stored in a separate storeroom.

Ramirez asked how the clubs and organizations will be selected to display their flyers in the Center.

Ragazzo stated that it will be first come first serve. It will be monitored to make sure that there is fairness.

Deering asked how the motif in the Titan Pride Center décor blends in with the remodel of the Main Lobby.

Ragazzo stated that the Center's décor will complement the Main Lobby remodel.

**NEW BUSINESS (cont'd)**  
**Titan Pride Center**  
**Overview (Tony Ragazzo)**  
**(cont'd)**

Deering asked how the \$15,000 in the revised capital budget be spent.

Ragazzo stated that the ASI Board approved the costs to set up and staff the Center. The funds in the budget are for the improvement of the space including the demolition and construction of new area.

Zhao suggested a contest where a prize could be given to the first person to piece the flyers together to form the picture.

Ragazzo stated that the flyer display is a fun element to the Center. The contest may be a good idea.

Eberly asked if there was a concern with the computer and phone in the Center.

Ragazzo stated that everything will be secured.

[Yu left the meeting at 3:45pm.]

Eberly asked what the target open date was.

Ragazzo stated that they are planning on a soft opening during Spring Break.

Borsting stated that the Building Engineering staff has started the demolition of the interior of the old travel agency in case the funding was not approved.

Uballo stated that they should keep in mind in training the student assistants to use judgment when dealing with questions and requests.

Ragazzo stated that they are working on a student assistant manual and a system for supervision of the student staff.

**Proposed Revised 2008-09**  
**TSU/SRC Capital**  
**Equipment Budget**

Borsting presented the revised 2008-09 capital equipment budget.

This item was suspended at 4pm for the time certain presentation.

**Presentation – New**  
**Student Programs – Time**  
**Certain 4:00pm**

Larry Martin, Serena Cline and Annabelle Cariaga presented the New Student Program and their budget request for the 2009-10 fiscal year.

[Uballo left the meeting at 4pm.]

**Proposed Revised 2008-09**  
**TSU/SRC Capital**  
**Equipment Budget**

The item resumed at 4:14pm.

Deering asked about the water fountains and clocks for the SRC.

Borsting stated that it has not been included in the revised budget but will be included in the 2009-10 capital equipment budget.

**MAIN MOTION**  
**MSC: 7-0-0**

On a motion duly made, seconded and carried, the Board approved the revised 2008-09 TSU/SRC capital equipment budget as presented. (Deering-m/Ramsey-s)

**NEW BUSINESS (cont'd)**  
**Request to Donate Items  
of Value**

Borsting requested to donate six picnic tables to the University for use in public areas of the main CSUF campus.

Borsting stated that the six picnic tables are from the Irvine Campus. They have closed building 2, and the furniture is no longer needed at the satellite campus. There is no place to install the tables at the TSU. The tables have been brought to the campus and placed between the bookstore and library. Four of the tables have been moved to other locations on campus by somebody else.

Borsting stated that the recommendation is to donate the picnic tables to the University since the tables have been placed in areas outside the TSU leased areas. The TSU staff cannot go to the other locations to maintain the furnishings. The furniture would become the University's property.

Borsting stated that if approved they would go through a formal donation process. The property would be removed from the depreciation schedule and the inventory list.

Borsting stated that if the motion is approved to expect similar items in the future. There is more property at the Irvine Campus. If the satellite campus is closed, the furnishings will be brought back to the main campus.

**MAIN MOTION**  
**MSC: 7-0-0**

On a motion duly made, seconded and carried, the Board approved to donate six picnic tables, previously installed at the Irvine Campus, to the University. (Borden-m/Zhao-s)

**REPORTS**  
**Chair**

Tripp reported the following:

- 1) The two Alternate positions are currently vacant. Hopefully, there will be recommendations to fill the positions at the next meeting.
- 2) Applications for the 2009-10 TSU Governing Board will be going out on Monday.
- 3) Tripp will be out of town at the next Board meeting. Deering will be chairing the meeting.

**Vice Chair**

Deering reported the following:

- 1) Discoverfest was last week. It went very well. They put out an email signup sheet to keep in contact with the students. They had 50 students signup on the list. Out of the 50 signups, 20-30 students indicated that they were interested in the Board applications.
- 2) Any Board members that are interested in continuing on the Board next year will have to complete an application packet.

**Director of Public Relations**

Ramirez reported the following:

- 1) There were cupcakes for the February birthdays (Deering and Zhao).
- 2) The Titan Recreation Committee is working on changes to the SRC operating policies—sports club reservations—in particular. They will have a full policies review at the next meeting.
- 3) Ramirez distributed the spring 2009 ASI calendars.

**REPORTS (cont'd)****Executive Director**

Sanchez reported the following:

- 1) The Titan Tusk Force is growing. They filled up two sections at the last game.
- 2) Children's Center Update: The project is set for April. They did value engineering and hope to add some items back to the project once the budget comes back. The project is not that big in scope and may not attract a lot of bids.
- 3) The triennial compliance audit is on-going. They are digging really deep.

**Union Director**

Borsting reported the following:

- 1) Work in continuing with Design & Construction to wrap up the SRC project. They hope to wrap up the project in the next 30 days. The balance of the account (about \$700,000) will be transferred to the University-held account.
- 2) Borsting met with Willer to wrap up the Group II budget. They still plan on purchasing some more strengthening and cardio equipment for the SRC. They will also be purchasing an electronic locking system for the lockers. Members will no longer need to bring a personal lock. They hope to have \$100,000 savings from the Group II budget. They will look to transfer these funds as well.
- 3) The University has started on the temporary parking lot at Dumbo Downs. The space will be used for four years for parking. One provision of the temporary lend of the land is to promote the future park. Crystal Schmidt is working on a campaign "Park Here Now, Play Here Later".
- 4) The SRC has officially been named a LEED Gold Building. At the start of the process, they expected to get a LEED Silver rating. This is the first Gold building at CSUF. A plaque will be installed in a prominent place. Borsting thanked Design & Construction for their work and CW Driver, who paid the cost of hiring a LEED consultant.

**Food Advisory Committee**

Whittle reported that the Committee discussed how the food service business was down the week prior and heard reports from all sections.

**Projects Committee**

None.

**ASI President Designee**

Ramsey reported that the ASI Board approved the operational budget for the Titan Pride Center at yesterday's meeting.

**ASI Board Chair Designee**

None.

**University President's Designee**

None.

**VP of Student Affairs Representative**

Jarnagin reminded everyone that Monday is a holiday and wished the members a happy Valentine's day.

**Alumni Representative**

Eberly reported the following:

- 1) Last week, Eberly emailed the students the information about scholarships.
- 2) Homecoming is March 7.

**REPORTS (cont'd)****Residence Hall  
Representative**

Borden reported the following:

- 1) The RSA meeting is today, following the Board meeting. They are finalizing the schedule of events for the spring semester.
- 2) The Residence Halls is sponsoring a Martin Luther King, Jr. Speech Competition. The contest is open to all CSUF students. They are looking for students to submit speeches. The theme is equality. The speech deadline is February 18. The top final finalists will be selected. The finalists' speeches will be read.

**Irvine Campus  
Representative**

None.

**MEMBERS PRIVILEGE**

Ragazzo stated that the Titan Pride Center is on Twitter. They will also have Facebook and MySpace pages.

Borsting complimented Lockwood on her involvement with the Kennedy Center American College Theater Festival. They are on campus for the week.

Eberly stated that the campus' area code will be changing on May 30 from 714 to 657.

Deering stated that the application packets that were distributed to the Space Allocation Committee members were due to Ohtomo before Wednesday morning.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

The meeting was adjourned at 4:45 p.m.

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Deserita Ohtomo, Recording Secretary

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Holly Tripp, TSU Governing Board Chair