

**TITAN STUDENT UNION GOVERNING BOARD  
MINUTES  
February 25, 2009**

**CALL TO ORDER**

Grant Deering, Vice Chair of the Board and Acting Chair, called the meeting to order at 2:39 p.m.

**ROLL CALL**

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

Members Absent: Hernandez<sup>1</sup>, Lockwood<sup>2</sup>, Smith, Tripp<sup>3</sup>, Uballe, Yu<sup>4</sup>

Non-Voting Members Present: Morrison

Ex Officio Present: Borsting, Jarnagin, Sanchez<sup>5</sup>

Guests: Mylessa de la Cruz, Greg Hansen, Ken Maxey, Anthony Ragazzo, Crystal Schmidt

1. Deering excused Hernandez from the meeting.
2. Deering excused Lockwood who had to leave the meeting early at 3:30pm.
3. Deering excused Tripp.
4. Yu 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.
5. Sanchez left the meeting at 4:05pm.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

The minutes from the February 11, 2009 meeting were approved as submitted. (Ramirez-m/Zhao-s)

**NEW BUSINESS**

**Presentation – Graphic Services & Art Gallery Time Certain 2:35pm**

Greg Hansen made a presentation to the Board about Graphic Services and the Art Gallery.

**TSU Governing Board First Alternate Vacancy**

Deering stated that Tripp has recommended filling the First Alternate vacancy with Megan Morrison.

Morrison spoke about her qualifications.

The members asked Morrison questions.

**MAIN MOTION  
MSC: 9-0-0**

On a motion duly made, seconded and carried, the Board approved filling the First Alternate vacancy with Megan Morrison (term ending May 31, 2009). (Ramirez-m/Zhao-s)

**NEW BUSINESS (cont'd)**  
**Space Allocation**  
**Committee**  
**Recommendations**  
• **Yum Relocation**

Deering stated that the recommendation was to give TSU management the authority to negotiate the relocation of the Yum to another location in the TSU.

Borsting stated that Porter Consulting was hired to help with the remodel of the Food Court dining area. One of the items that resulted from the consultation was the idea of having a convenience store in the current microwave/vending area in the Food Court area.

Borsting stated that last year's Board approved funds to move the microwave ovens to an outside location and increase the number of ovens. The project has not happened yet, but it will happen as soon as an appropriate microwave oven could be identified.

Borsting stated that he met with the bookstore management to see if they were interested in moving the Yum. They were interested enough in the idea that they worked with their architect on some preliminary sketches.

Borsting distributed the sketch to the members.

Eberly asked if the bookstore runs the Yum.

Borsting answered yes.

Jarnagin asked what the square footage of the proposed space would be.

Borsting stated that the current space is 300 sq. ft. The new location would be about 600 sq. ft.

Borsting stated that the motion needs to be clarified. The motion reads "grant TSU management the authority to negotiate the relocation of the Yum." Borsting stated that the terms of the sublease agreement will also be negotiated.

Whittle asked if the Board would get the final approval of the terms of the sublease.

Borsting stated that he could come back to the Board with the terms.

Borsting stated that the current lease with the University ends in 2013. The terms of any sublease cannot extend past this date.

Shoar stated that to be efficient the Director needs to have full authority to negotiate the sublease.

Ramsey stated that Board consultation would be appropriate.

On a motion from the Space Allocation Committee, the Board approved to give TSU management the authority to negotiate the relocation of the Yum.

**MOTION**  
**9-0-0**

**NEW BUSINESS (cont'd)****Space Allocation  
Committee****Recommendations (cont'd)**

- **Fill Vacancies in the Student Club Office Spaces for Spring 2009 Semester**

Deering stated that the recommendation was to fill the vacancies in the student club office space for the spring 2009 semester as follows:

<u>Room</u>	<u>Organization</u>
254	Golden Key International Honor Society Kappa Omicron Nu Honor Society
256	Queer Straight Alliance Pilipino American Student Association
259	Multicultural Greek Council
263	National Society of Collegiate Scholars
Wait List: Interfraternity Council	

**MOTION****8-0-1 [Shoar]**

On a motion from the Space Allocation Committee, the Board approved to fill the vacancies in the student club office spaces for the Spring 2009 semester as presented.

**Policy Committee  
Recommendations**

- **Updates to TSU Operating Policies – Office Assignments/ Student Club Office Spaces**

Deering stated that the recommendation was an update to the TSU Operating Policies in regards to office assignments and student club office spaces.

Deering distributed the proposed changes to the members.

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 15<sup>th</sup> 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 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 15<sup>th</sup> of that academic year the Friday of the week following final exams.

**NEW BUSINESS (cont'd)**  
**Policy Committee**  
**Recommendations (cont'd)**  
• **Updates to TSU**  
**Operating Policies –**  
**Office Assignments/**  
**Student Club Office**  
**Spaces (cont'd)**

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.~~ 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~~ 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 ~~June 15<sup>th</sup>~~ 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 a mail slot in room 247 may request mail pickup and delivery through the Student Organization Resource Center.~~ Mailboxes This service shall not be utilized for the personal use of individual members.

**NEW BUSINESS (cont'd)**  
**Policy Committee**  
**Recommendations (cont'd)**

- **Updates to TSU Operating Policies – Office Assignments/ Student Club Office Spaces (cont'd)**

**MOTION**  
**9-0-0**

- **Update to TSU Operating Policies – Fee Waivers**

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.

On a motion from the Policy Committee, the Board approved the updates to the TSU operating policies in regards to office assignments and student club office space.

Deering stated that the recommendation deals with the moratorium that was put on fee waivers until the Board could resolve the issue.

The proposed 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.

Borsting stated that the recent fee waiver requests have been for philanthropic events. The Committee addressed that the Board recognized philanthropic events, but they would not waive direct costs associated with the reservations.

Borsting stated that ASI has a policy limited the dollar amount that can be donated (\$100 limit).

Ramsey stated that the ASI policy statement requires that all these actions be approved by the ASI Finance Committee and ASI Board of Directors.

Ramsey stated that if the waivers are considered donations by ASI that they must be approved by the ASI Finance Committee and ASI Board of Directors.

Jarnagin asked the Committee members how they decided to tie the fee waiver policy to the ASI policy statement.

Borden stated that they did not want to completely deny groups in their philanthropies, but they have to follow ASI policies in regards to donations. Borden stated that the Committee viewed the fee waivers as donations.

[Lockwood left the meeting at 3:30pm.]

Ramsey stated that the ASI policy statements addresses ASI groups that want to donate directly to charities.

Ragazzo stated that ASI fees are not allowed to be used for fundraising activities.

Borsting stated that the Committee still wanted a way for the Board

**NEW BUSINESS (cont'd)**  
**Policy Committee**  
**Recommendations (cont'd)**  
 • **Update to TSU**  
**Operating Policies –**  
**Fee Waivers (cont'd)**

to consider limited fee waivers.

Borsting stated that the Board might consider having a similar policy to the one in the games area where groups are allowed one free event with certain restrictions. The Board could have a policy that would address chargeable manager fees. For example, each student organization could be entitled to up to \$250 worth of paid student manager fees in a period of time. All student clubs would have access to this policy.

Eberly stated that the policy language was still unclear.

Whittle stated that the item could be referred back to the Policy Committee. The Committee could organize an amount of time for managers and amount of money that can't be exceed by organizations.

Shoar suggested dropping the last part of the policy language (about philanthropic donations).

Ramsey endorsed Borsting's idea. The TSU operating policy should not include ASI policies.

Ramsey stated that the Committee could develop the policy.

Ramirez stated that the Committee was concerned who was paying for the fees that were being waived. Ramirez agreed with Borsting's idea as well, but that the issue was that waiving the fees for philanthropic events was a donation.

**MAIN MOTION**  
**MSC: 8-0-0**

On a motion duly made, seconded and carried, the Board approved to send the recommendation to update the TSU operating policies in regards to fee waivers back to the Policy Committee. (Ramsey-m/Whittle-s)

**Art Acquisition Committee**  
**Recommendation**

Deering stated that the recommendation from the Art Acquisition Committee was to expend funds from the capital equipment budget to purchase a Plexiglas case, not to exceed \$700, to be installed in the Atrium.

**MOTION**  
**8-0-0**

On a motion from the Art Acquisition Committee, the Board approved to expend capital equipment funds to purchase a Plexiglas case, not to exceed \$700, to be installed in the Atrium.

**Exception to Policy – Use**  
**of Public Space**

Mylessa de la Cruz stated that Titan Tusk Force was requesting to close the Underground on Saturday, March 7 from 5pm to 11:30pm for their Homecoming event.

De la Cruz stated that the event is only open to CSUF students. If the Underground was closed to the public, they could ensure that the attendees were CSUF students.

Borsting stated that there is an event already booked in the area until 6:30pm. Borsting asked what time the event started.

De la Cruz stated that the event starts at 7pm.

**NEW BUSINESS (cont'd)**  
**Exception to Policy – Use**  
**of Public Space (cont'd)**

Borsting asked if the set-up activities can be done without disturbing the previous event commitment.

De la Cruz answered yes.

**MAIN MOTION**  
**MSC: 8-0-0**

On a motion duly made, seconded and carried, the Board approved an exception to policy to allow the Titan Tusk Force to close the Underground, a public space, for their Homecoming event on Saturday, March 7 from 5pm-11:30pm. (Ramsey-m/Yu-s)

**REPORTS**  
**Chair**

None.

**Vice Chair**

Deering reported the following:

- 1) Deering distributed the proposed changes to the TSU charter and bylaws. Deering stated that he wanted to give the members the opportunity to review the changes and to give feedback.
- 2) The Art Acquisition Committee met last week. They discussed what to do with the remaining funds in the capital equipment budget allocated to Art Acquisition. There was an idea of having a design-a-clock contest. The contest would have a green theme. The Committee also discussed other contests or ways to incorporate students and art projects.

[Yu left the meeting at 4pm.]

**Director of Public Relations**

Ramirez reported the following:

- 1) Ramirez congratulated Morrison on her appointment to the Board.
- 2) There will be a recruitment table set up today. So far, 12 people have picked up applications. They are looking for volunteers to staff the table. They will have the table again tomorrow from 3-5pm and also next Wednesday from 12n-2pm. An email will be sent out.
- 3) The Titan Recreation Committee meeting is next week. They will be reviewing SRC operating policies.

**Executive Director**

Sanchez reported the following:

- 1) The Children's Center project will be going out to bid on April 1. They hope to award the contract around May. In order to not interfere with parking and Commencement, construction will begin after Commencement.
- 2) The Children's Center project is looking at obtaining enough LEED points for Silver. A gold certification is not reachable due to the fact that the heating and cooling system will not be on the campus' system but part of the building.
- 3) The Chancellor's Office audit is still on-going until March 11. The auditors are looking at cash handling.

[Sanchez left the meeting at 4:05pm.]

**Union Director**

Borsting reported the following:

- 1) The burglar alarms are being upgraded. The cost was relatively modest.
- 2) The progress on the Titan Pride Center is going well. Building Engineering has finished the demolition of the previous STA

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

travel office. They hope to have the plywood wall to come down soon.

- 3) The 2009-10 TSU budgets have been turned in and reviewed by Borsting. The budget is being prepared by Ohtomo. Borsting has discussed the capital equipment preview with Ramsey. The meeting went well.
- 4) In response to the State budget crisis, the University is trying to reduce energy usage. There is a reduction in non-essential lighting, computer settings and room comfort setting (HVAC). There is an expectation for the TSU and SRC to participate. There are issues with the TSU being a hospitality center for guests and issues in the SRC. A compromise has been reached. Non-essential lighting will be turned off where possible. Room temperatures will be reduced where it makes sense. Signage will be put in around the building.

**Art Acquisition Committee**

None.

**ASI President Designee**

Ramsey reported the following:

- 1) Homecoming is next week.
- 2) There will be an ASI cookout event tomorrow from 12n-1:30pm.
- 3) Ramsey went over the first draft of the 2009-10 capital equipment budget with Borsting.
- 4) This is budget season and audit season for the ASI.

**ASI Board Chair Designee**

None.

**University President's Designee**

None.

**VP of Student Affairs Representative**

Jarnagin reported the following:

- 1) The Executive Committee of the Student Affairs division was treated to a presentation about the Titan Pride Center on Monday by Ragazzo. The PAB would like to hear the presentation as well.
- 2) There have been a couple of issues with the budget savings measures. For example, there are doors in LH that open into dark hallways and into unsuspecting person walking down the hall. If there are any other affected areas, please let the University officials know.

**Alumni Representative**

Eberly reported that Homecoming games is March 7.

**Residence Hall Representative**

Borden reported that this Friday is the Sweet Sensations program. There will be a chocolate fountain, chocolate eating contest and a chocolate guessing game.

**Irvine Campus Representative**

None.

**MEMBERS PRIVILEGE**

Deering stated that the TSU Board applications are available. Current members who interested in continuing on the Board will need to complete an application. Applications are due next Friday by 5pm in TSU-218. There are handbills in the TSU Board Vice Chair's office for the student members to distribute to their classes.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

The meeting was adjourned at 4:17 p.m.

---

Deserita Ohtomo, Recording Secretary

---

Grant Deering, TSU Governing Board Vice Chair