



Minutes

TSC Operations Committee Meeting Agenda

📅 Wed November 13th, 2019

🕒 1:30pm - 3:00pm PST

📍 Titan Student Union Board Room

👤 **In Attendance**

I. **Call to Order**

Prashant Sharma, Operations Committee Chair, called the meeting to order at 1:33 p.m.

II. **Roll Call**

Members Present: Baker, Kalra, Kurtz, Nikopour, Sadat, Sharma

Members Absent: Solis

Liaisons Present: Collins, Fehr, Rix

Liaisons Absent: Martin, Tapper, Willey

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to policy, a member of the board who does not remain until the scheduled ending time of the meeting (3:00 p.m.) is considered not to be in attendance.]

**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to policy, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

EXCUSALS: None

III. **Approval of Agenda**

(Kurtz-m/Sadat-s) The agenda was approved as presented by unanimous consent.

IV. **Approval of Minutes**

a. **10/30/2019 Operations Committee Meeting Minutes**

(Kurtz-m/Kalra-s) The October 30, 2019 meeting minutes were approved as presented by unanimous consent.

V. **Public Speakers**

Members of the public may address TSC Board of Trustees Operations Committee members on any item appearing on this posted agenda.

NONE

VI. **Reports**

a. **Chair (Sharma)**

Prashant Sharma provided a written report to the Committee. The report is an attachment to the minutes.

b. **Programming Liaison - TBD**

c. **Director, Titan Recreation (Tapper)**

No report.

VII. **Unfinished Business**

a. **NONE**

VIII. **New Business**

a. **Information: TSC Budget and Timeline (Sharma)**

The Committee will receive information about the budget process and a review of the timeline from Lionel Lawrence, Director of Financial Services.

Sharma invited Lionel Lawrence, Director of Financial Services, to review an overview of the ASI budget timeline and process. Lawrence reviewed a presentation and the proposed timeline, which is an attachment to the minutes.

Lawrence answered questions relating to minimum wage budgeting; budget approval timeline; and overall wage adjustment planning.

Lawrence shared that the Finance Committee Chair, Brittany Cook, will be presenting budget orientation training at the Finance Committee meeting on Thursday, November 14th and again on November 19th. He invited the BOT members to attend if possible.

b. **Discussion: Program/Service Evaluation Feedback (Sharma)**

The Committee will receive a presentation on the report on the programs evaluated during the semester.

Sharma reviewed the evaluation report on the TSC programs at the SRC for the Yoga and F-45 programs. The report is an attachment to the minutes. Nima Nikopour reviewed a presentation on the Rockwall evaluation. The presentation is an attachment to the minutes. The Committee discussed the evaluations and recommendations.

Recommendations:

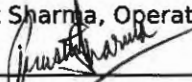
- Increase the number of Yoga class offerings.
- Increase the size of the F-45 room and improve the ventilation during the winter season.
- Increased hours for Yoga, F-45 and Rockwall classes.

IX. **Announcements/Member's Privilege**

None

X. **Adjournment**

Prashant Sharma, Operations Committee Chair, adjourned the meeting at 2:35 p.m.



Prashant Sharma, Operations Committee Chair



Susan Collins, Recording Secretary

Roll Call 2019-2020

11/13/2019 Operations Committee Meeting

Attendance		Present	Absent
Trustees	Kurtz	1	
	Nikopour	1	
	Sadat	1	
RSA Rep.	Solis		1
ASI Pres. Rep.	Kalra	1	
ASI BOD Rep.	Baker	1	
Chair	Sharma	1	
		Present	Absent
		6	1

Attendance		Present	Absent
TSU AD	Fehrn	1	
Marketing	Martin		1
VC Facilities	Rix	1	
SRC Dir	Tapper	1	
AED	Wiley		1
	Collins	1	
		Present	Absent
		4	2

Roll Call Votes	#003						
		Yes	No	Abstain	YES	No	Abstain
Trustees	Kurtz						
	Nikopour						
	Sadat						
RSA Rep.	Solis						ABSENT
ASI Pres. Rep.	Kalra						
ASI BOD Rep.	Baker						
Chair	Sharma						
		YES	No	Abstain	YES	No	Abstain
		0	0	0	0	0	0



CHAIR OPERATIONS REPORT November 13, 2019

CALIFORNIA STATE UNIVERSITY, FULLERTON™

REPORT:

In the last BOT meeting, the Board approved the proposal to set operating hours for the TS 2020-2021, enabling it to operate on the weekend before the semester starts as well as extending all night study hours as discussed previously.

Furthermore, we conclude our Program evaluation part for the semester; we would like to refine this further and inculcate this strongly within the Committee.

We have the handbills representing the current BOT's and are looking forward to spreading more awareness about the Student leadership as well as the Board of Trustees in general.



Basics of the ASI Budget

“What, How & Why We Budget”

Lionel Lawrence

What is a Budget?

- “A budget is a *guide* that can help a nonprofit plan for the future as well as assess its current financial health.”

Source: National Council of Nonprofits

<https://www.councilofnonprofits.org/tools-resources/budgeting-nonprofits>

Types of Budgets

- Associated Students Inc. CSUF has two different budgets: The ASI and TSC.
- Both rely on revenue from student fees (two separate fees)
- The Finance Committee deliberates on the ASI budget
- The Operations Committee deliberates on the TSC budget and presents to the Board of Trustees
- The finalized budgets are combined and are approved by the Board of Directors

Operating Expenses for A Nonprofit

Fixed Expenses

- Salaries
- Insurance
- Interest Expenses
- Utilities

Flexible Expenses

- Travel
- Programming
- Materials
- Speakers

Factors to Consider When Budgeting

- Student Enrollment
- Inflation (Price level of goods & services)
- Revenue (Increases & Decreases of \$\$\$)
- Expenses (Utilities, Insurance, Contracts, Travel)
- Salaries/ Minimum Wage Increase to \$15.00 in 2022

How Do We Determine Budget

- Enrollment: Number of students that are paying fees
- Historical Data: Past organizational Information as well as new programming
- Budget vs Actuals: The difference between what was allocated and what was spent
- Obligations: We calculate our Fixed Expenses to determine our Flexible Expenses

Budget Timeline

- November 2019 the Operations Committee of the BOT will review Capital Request Items to be approved by the BOT & BOD.
- March 2020 the Operations Board of the BOT will review the 2020-2021 TSC Annual Budget request to be approved by the BOT & BOD

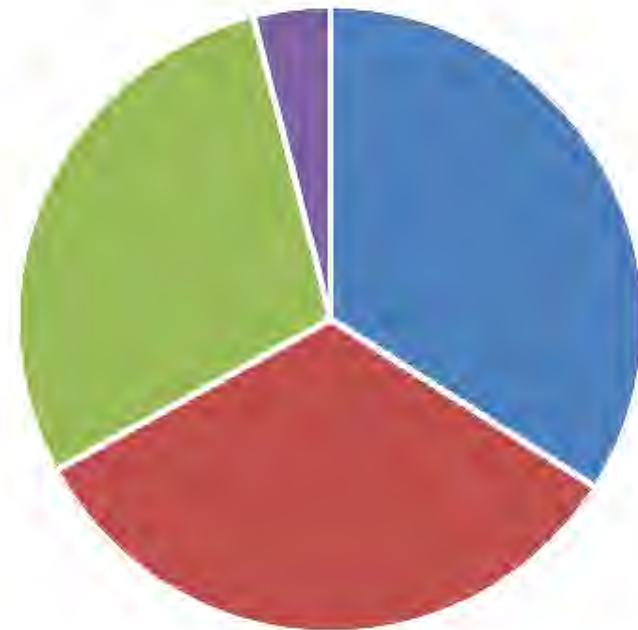
How Do We Calculate Revenue

- Calculations are based on the Head Count numbers received by campus. We use the Head Count projections and multiply them by our student fees (ASI & TSC) to determine an appropriate budget.
- Example: 40,000 students x \$80.31 (ASI fee) per semester
40,000 students x \$145.41 (TSC fee) per semester
- Fee Revenue increases or stays flat annually to adjust for inflation based on the Higher Education Price Index (HEPI).
- In addition we factor in revenue from departments that generate Income to offset financial obligations.

2019-2020 ASI Budget Breakdown

- ASI Fee for 2019-2020 is \$80.31
- Projection of \$6,291,835
- Operations 39%
- Programming/ Funded Orgs 28%
- Athletics 30%
- Governance 3%

2019-2020
ASI Fee Breakdown

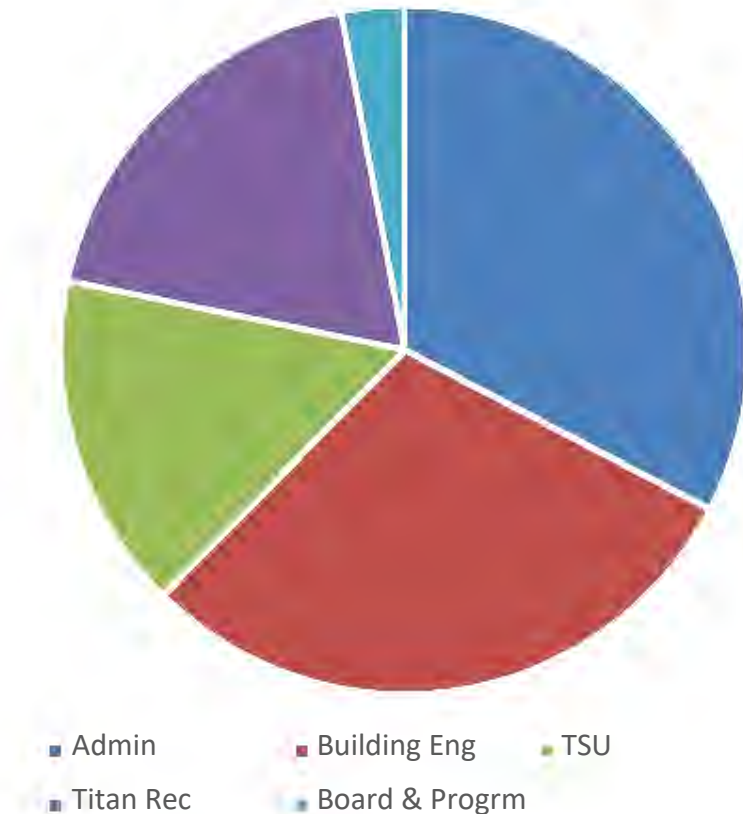


■ Operations ■ Prog/ Fund Orgs
■ Athletics ■ Governance

2019-2020 TSC Budget Breakdown

- TSC Fee for 2019-2020 is \$145.41
- Projection of \$11,806,404
- Budget \$8,169,560 remaining balance goes to reserve accounts
- Admin/Operations 33%
- Building Engineering 30%
- Titan Recreation 18%
- Titan Student Union 17%
- Board & Programming 2%

2019-2020 TSC Fee Breakdown



What are Line Items?

- Line Items are descriptive accounts we use to identify expenses and revenue. They are characterized by 4-digits
- The most common line items that you will encounter are:
 - 8050- Supplies
 - 8051- Printing & Advertising
 - 8052- Communications
 - 8074- Contracts/ Fees/Rentals
 - 8077-Travel

TSC Projects

2018 Capital Projects

- SRC: Squat Racks, Security Cameras, Carpet, Deck Furniture
- TSU: Security Locks, Boiler Upgrade, Banquet Chairs
- IT: PC Replacements, Software, Network UP Batteries
- Total \$720,100

2018 Main Level Projects

- Paint Interior & Exterior of TSU
- Carpet & Door Replacement
- Paint Food Court seating area
- Wall Texture Removal
- Wayfinding Kiosks
- Total \$748,400

TSC Projects

2019 Capital Projects

- SRC: Chairs, Rock Wall floor, weight room equipment, room scheduling display
- TSU: courtyard furniture, pavilion sound, TBB furniture, Brunswick software
- Marketing: iMacs
- IT: Network racks, HVAC control
- Total \$843,000

2019 Food Court Project

- Furniture
- Tile replacement
- Door removal
- Total \$360,000

TSC Projects

- 2018-2019 Total of \$1,203,000 was approved for TSC Projects.
- BOT Approved the Renovation Plan for the TSC 2nd Floor that was estimated at \$7 million. Funding for project will be secured over a three year period by increasing our Maintenance & Repair

SRC Rockwall Survey Results

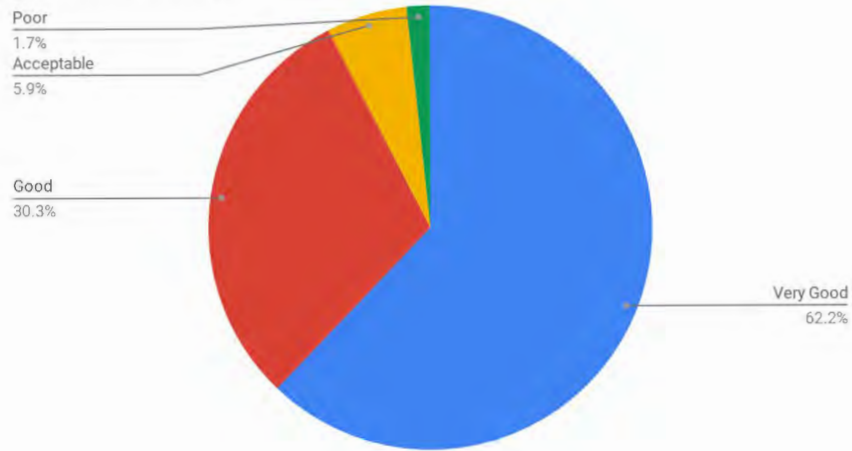


Survey Results

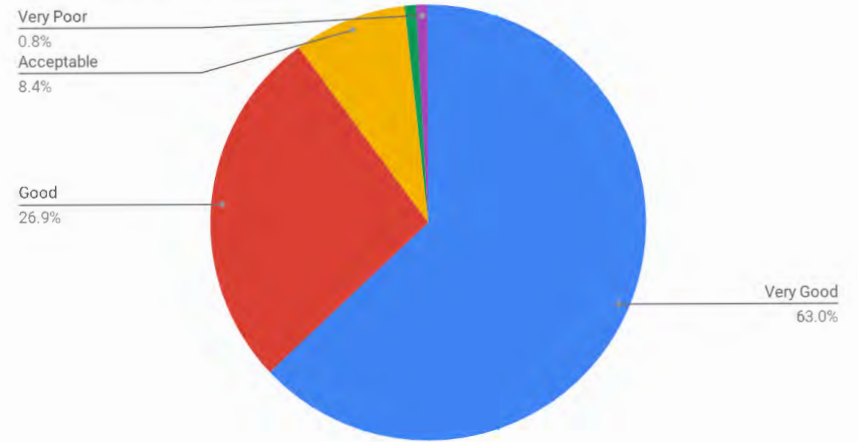
- Of the 336 responses, 120 were for the Rock Wall
- The results showed an overwhelming sense of satisfaction with the program

Satisfaction with the Program and Instructors

Experience Rating

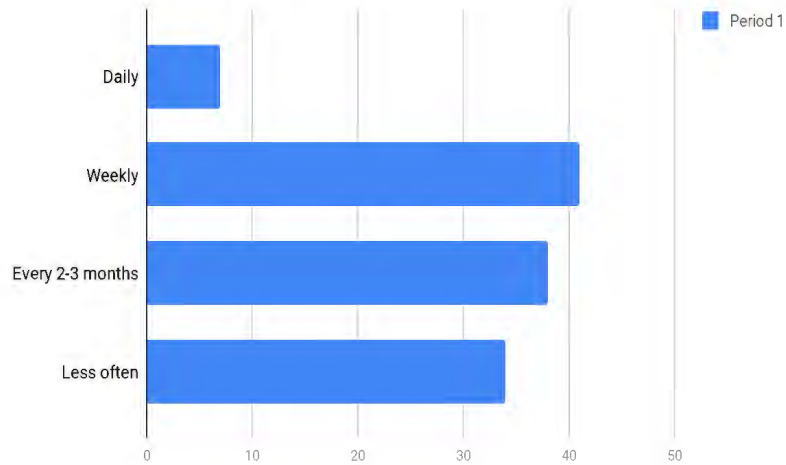


Instructor Rating

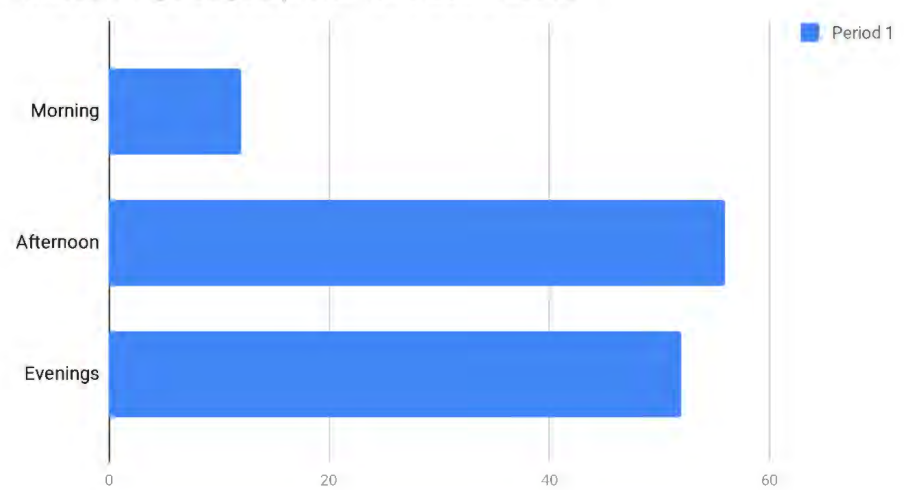


Attendance

How often do you typically attend this class?



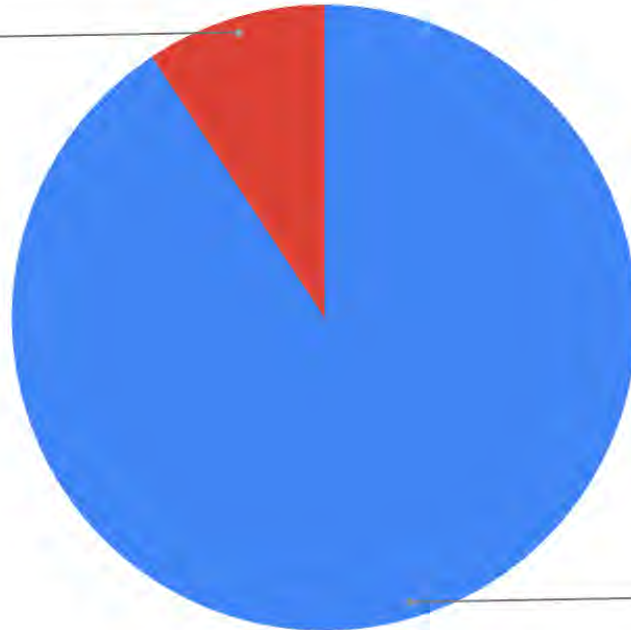
What timings do you prefer for these classes



Class Dates and Time

Are the dates and times of this class satisfactory?

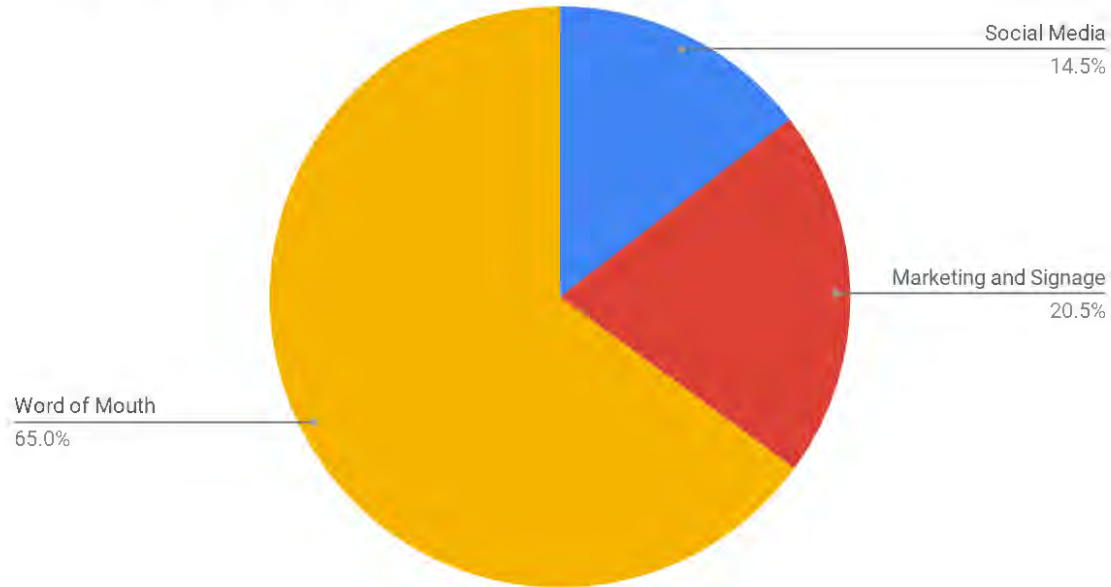
No
9.3%



Yes
90.7%

Marketing of the Class

How did you find out about this class?



Would you like to see anything else in this class

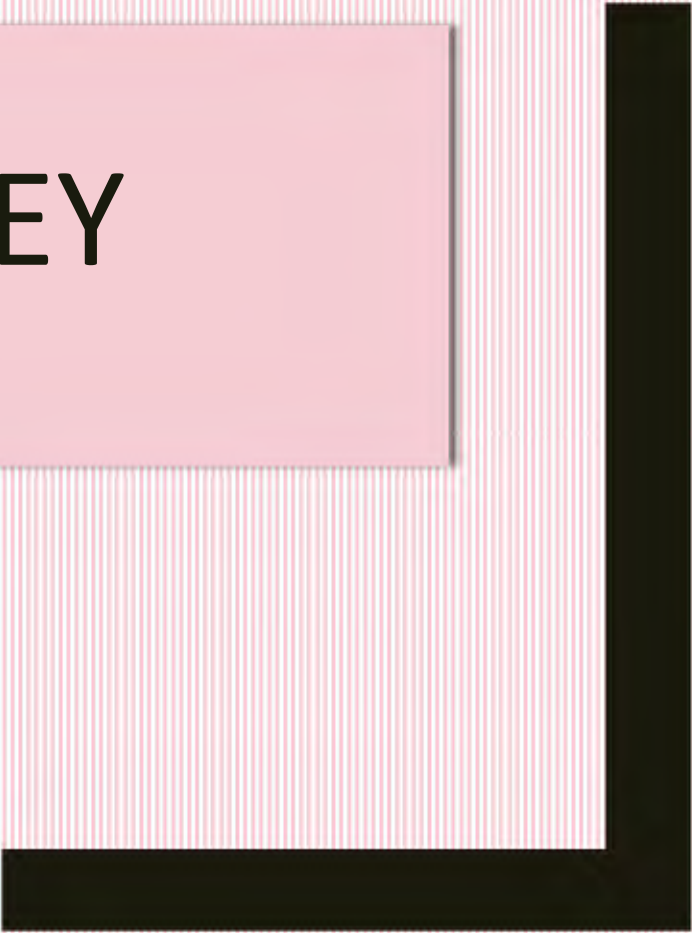
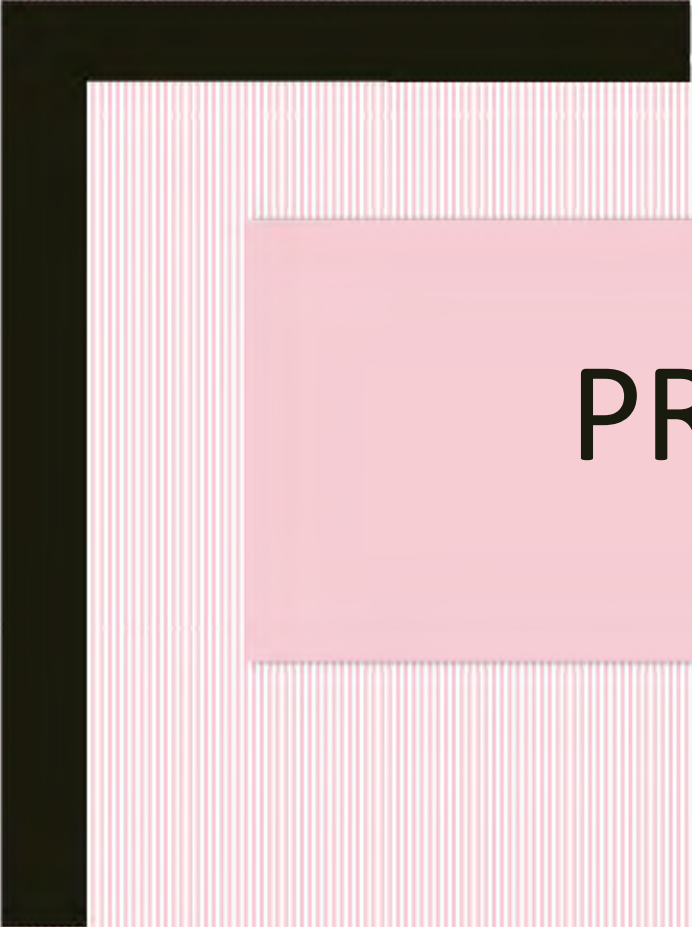
- Overwhelming amount of “No” or “None” responses
- A couple survey takers wrote that they would like longer/ earlier hours
- Auto-Belay system
 - 2,000-5,000 for a new unit
 - Requires constant maintenance
- Daily Challenges

Would You recommend this class to a friend?

- Only one “No” response

Recommendation

- As shown by the data, this program is already very successful and has a high satisfaction rate
- The data does not significantly point to any necessary adjustments
- Improvements can be made through considering earlier times since it was mentioned by some responses



PROGRAM SURVEY EVALUATION

F-45 & YOGA

PURPOSE



Titan Student Centers provide a plethora of programs and services for its patrons.



As Operations Committee, it is our role to assess and provide the students with best on campus recreation experience.



This survey evaluation was implemented in improving our existing programs along with services that we offer.

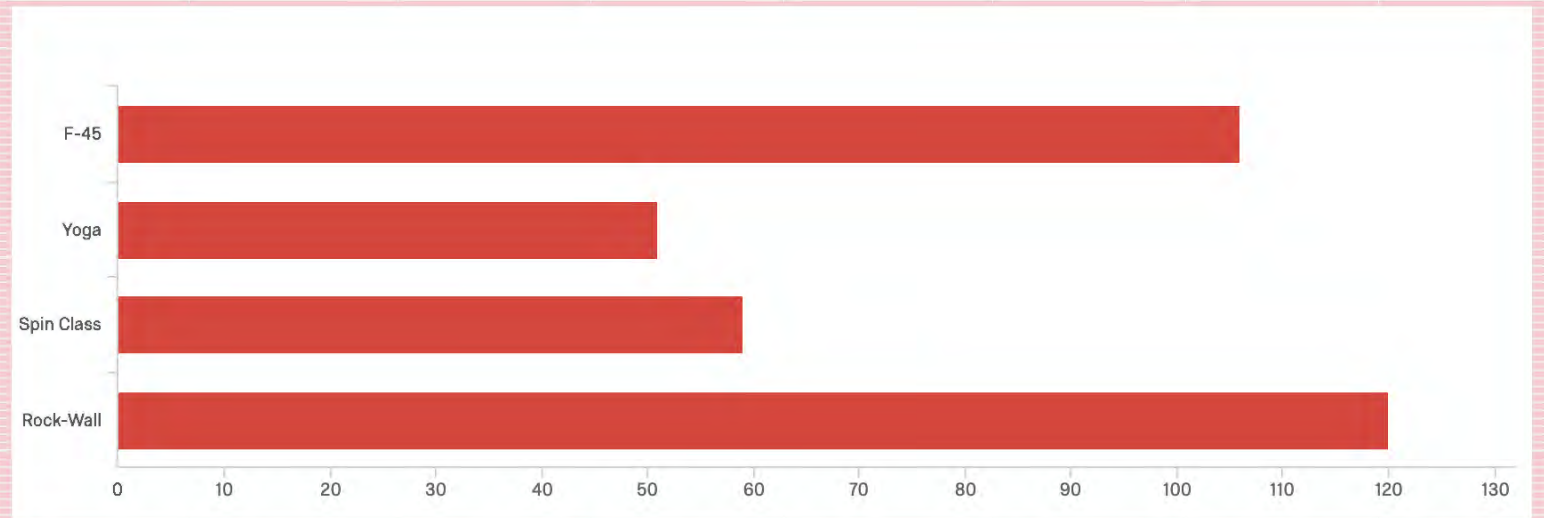
PLATFORM

QUALTRICS: A questionnaire was prepared on Qualtrics, a QR code was generated and posted on a foam poster in the SRC

E-mail: The link to the survey was sent out to the students who have checked in any one of the programs or classes offered within the SRC.

BREAKDOWN

- TOTAL : 333
- F-45 : 106
- YOGA : 51



F-45 TRAINING

- Monday – Thursday : 6 Classes
- Friday : 4 Classes
- Saturday : 1 Class
- These classes are cardio as well as strength based, depending upon the day.

FEEDBACK

Increase the size of the space. This class has a big draw, but it's always squeezed into the smaller area. I know it's not logistically easy to fix this problem, but it's worth strategizing about. Perhaps move everything to the 'boxing gym' room. Seems like there's never anyone in there.

Maybe having more than one trainer at each F45 class would be beneficial because I feel like one trainer isn't enough to help everyone with their form. I feel like sometimes the trainers don't really check form which could hurt you in the long run

It would be helpful if F45 was available before 5 PM, such a 3 or 4 PM class for those who have earlier classes. The main plethora of F45 programs are in the evening

Bigger space, so we dont feel so crowed at times.

YOGA

8 classes /weekly



FEEDBACK

It gets a little hot in the room, but other than that I really enjoy the class and the interactive instructors.

Maybe state what kind of yoga the class will be each day (ie. vinyasa, hatha, etc.)

Yoga consent cards or coins (one side meaning "ok to touch for adjustments" and the other "not ok to touch")

RECOMMENDATIONS

- **Instructor's Name:** One of the recommendation provided was to list the name of the instructor on the application. This would provide the student to choose the instructor for a particular session.
- **Yoga :** Some of the students have shown interest in having more class timings throughout the day. A possibility of having 2-3 classes spread out throughout the day.
- **F-45 Room:** As observed from the comments in the survey, a lot of students have requested for a bigger room, this can be seen especially during the warm up.
- **F-45 :** Better ventilation during the winter season, as it gets too humid inside the cardio studio, this was pointed out by some students.
- **F-45:** A lot of students have requested to have a class between 1:00-5:00 P.M.; kindly consider a class within this period.

QUESTIONS?

THANK YOU