



**MEETING MINUTES
January 31, 2018**

CALL TO ORDER	Jared Hill, TSC Board of Trustees Chair, called the meeting to order at 1:31 p.m.
ROLL CALL	<p><u>Members Present:</u> Achatz, Ayala, Barillas, Dadabhoy, Davis, Francisco, Gerboc, Gwaltney, Hesgard, Hill, Hust, Jakel, Mendes, Vigil, Weas, Wolfe</p> <p><u>Members Absent:</u> Mallorqui-Ruscalleda</p> <p><u>Officers Present:</u> Allen, Badal, Collins, Fehrn, Martin, Scialdone, Tapper</p> <p><u>Officers absent:</u></p> <p>*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 the by-laws, a member of the board who does not remain until the scheduled ending for the meeting (3:45 p.m.) is considered not to be in attendance.]</p> <p>**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 the by-laws, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]</p>
APPROVAL OF AGENDA	<p>The agenda was approved as presented. (Dadabhoy-m/Francisco-s)</p> <p>Hill made an amendment to the agenda to add Dr. Edwards as a Time Certain presentation at around 1:45pm and to move Rachel Langenfeld, Elections Director's Time Certain to 2:00pm. There were no objections.</p>
APPROVAL OF MINUTES	The minutes from the 12/6/2017 meeting were approved as presented. (Dadabhoy-m/Hust-s)
PUBLIC SPEAKERS	None
UNFINISHED BUSINESS	None
REPORTS	
a. Chair	Hill welcomed the Board back for the Spring semester. He provided a PowerPoint presentation which is an attachment to the minutes.
TIME CERTAIN	<p>Dr. Dave Edwards provided a corporate update on the goals and financial status for the organization. The PowerPoint presentation is an attachment to the minutes.</p> <p>Edwards invited Lionel Lawrence, ASI Director of Financial Services to review the TSC financial update.</p> <p>Badal asked about the variance in Personnel Services. Lawrence and Edwards provided clarification.</p> <p>Hill asked about the minor construction expense which is showing 76%. Lawrence clarified that the expense was actually the purchase/installations of cameras.</p>

TIME CERTAIN

Rachel Langenfeld, Elections Director, provided a PowerPoint presentation and handout regarding the upcoming elections for the 2018-2019 ASI student leaders. The presentation is an attachment to the minutes.

Allen shared that Langenfeld is doing a great job.

Hill asked about the switch to voting through Titanium and if there is a goal for the number of people voting. Langenfeld said her goal is 5 % versus the 3% from the prior year. Hill further asked about the voting process through Titanium. Langenfeld provided clarification.

Hust asked if the dates for the debates are set in stone since the Chair and Vice Chairs will be at a conference. Langenfeld stated the debates are required to be done the week before voting.

Gwaltney echoed that Langenfeld was doing a great job. Also offered to support in distributing information.

REPORTS

b. Vice Chair for Facilities & Operations Mendes reported updates from Facilities and Operations Committee will be getting an update coming from Fehr and Tapper on projects that have been ongoing. Goal for committee finish the semester strong. Don't want to run out of steam. Keep all engaged. Proposals and projected working on budget is coming, also office space allocation, and 2nd floor remodel.

c. Vice Chair for Marketing & Outreach Hust enjoyed retreat, talked about the VC Marketing/role. Deciding if want to split committee for the coming year, to look at proposals with Marketing. Finalize elevator vinyl, will be looking at photos, changing campus banners around TSCs; working on table toppers; work with Elections determine how can marketing can help... Next meeting, elevator vinyl, campus banners, table toppers, and expectations.

d. Vice Chair for Programs & Services Hesgard worked on goals/projects for the committee, including a few changes to the TSU in the grand staircase area add bean bag chairs; lap-desk check out program; printing stations in the TSU; potential project to update titan link. Open to other ideas. Next week committee will be discussing the Grand Staircase project.

Dadabhoy exited at 2:24 p.m.

e. Associate Executive Director Allen welcomed the Board back for the spring semester and shared an overview of her activities over the break. She provided an update on the new ASI website and shared that a great deal of time was spent working with Martin and his team on new website, excited about the improved site. Allen thanked the Trustees who assisted in grading scholarships last semester and asked for support for the spring semester applications. Contact Robles in the Exec Office if available.

Hill and Allen will be evaluating the food service updates and buildouts. She also shared that she started Trustee one on ones, excited to meet with everyone. Happy Belated birthday to Jared.

**f. ASI Board of Directors
Chair**

Jakel shared updates from the BOD stating they are interviewing to fill the vacancy in the College of Health and Human Development (HHD), applications will be closing at 5:00pm on Thursday. He shared that he is looking forward to Disney After Dark with CSUF. Jakel reminded the Trustees that Breakfast with the Boards will be Thursday, 2/8/2018 from 7:30am until 10:30am. The event will be hosted at two locations, the corner of the Pollack Library and Titan Walk, and also in front of the TSU near the Titan letters. Jakel reviewed the Strategic Plan presentation from the Town Hall meeting which was held on Monday. The presentation is an attachment to the minutes. Jakel invited the BOT to stay immediately after the meeting to work together to complete the Strategic Plan exercise.

g. ASI President's Rep.

Dadabhoj asked Hill to review notes from her report: The Pachyderm Challenge, a basketball game between Faculty and Students, will be held Feb 8th at 7:00 pm in the Titan Gym. Jakel, Ansari, Dadabhoj working on a process to open the CSSA conference application process to more students. Exec Officers are launching a fee transparency campaign, Hill has requested that the Titan Student Centers fee be included in the process. Dadabhoj further reported that she is working on advocacy efforts, and passage of the Clean Dream Act. She urged student leaders to finish the semester strong!

NEW BUSINESS

None

**ANNOUNCEMENTS/MEMBERS'
PRIVILEGES**

Dr. Vigil distributed fliers regarding Titan Bites and informed the Board about the upcoming Social Justice Summit, February 24th from 9am until 5pm, the event is free to students. Dr. Vincent Harris, Director of the Male Success Initiatives, will be the keynote speaker. The Grand opening for Tuffy's Basic Needs (ribbon cutting) will be held on February 14th at 12:00pm. Hill shared that he sent the "save the date" to the Trustees.

Gerboch provided an Alumni Engagement update: Thanked the campus community for all efforts in bringing the 2017 Homecoming/60th Anniversary event together. Now planning for the 2018 event. Any feedback please share. Gerboch thanked Fehr for finding a home for two art pieces from the Alumni. Working with ASI in collaboration on the upcoming Slice of Advice panels with the Career Center. Upcoming events: Fully Fest and Spring Concert, in conversation with ASIP to bring Alumni to the events. Alumni Association scholarship applications are available now. The Alumni Association provides one scholarship per college in the amount of \$1,000.00 each. Also Community Engagement and Campus Pride scholarships. Awards are also given to an outstanding Senior and Grad student. Visit the Alumni Association website for more information.

Gerboch shared that Student Alumni Ambassadors will be at the Disney After Dark event. There will be a mixer and opportunities to win a special CSUF Disney t-shirt. He further shared that Dinner with 12 Titans is a special event where alumni host small dinner parties in their homes for students. Reservations are available for March 10th and 11th. A flyer will be sent for distribution.

ADJOURNMENT

The meeting adjourned at 2:41 p.m.



Jared Hill, TSC Board of Trustees Chair



Susan Collins, Recording Secretary



TSC BOARD OF TRUSTEES

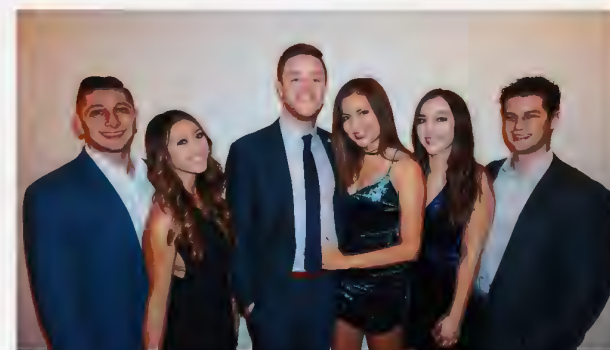
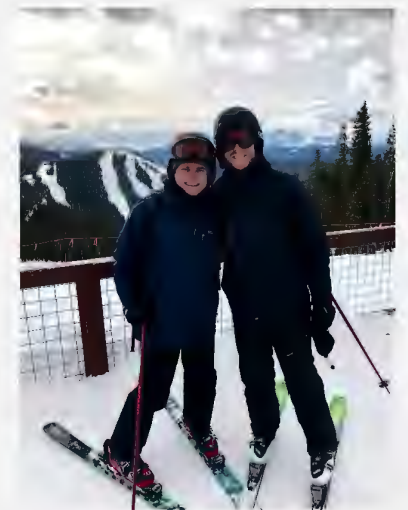
CALIFORNIA STATE UNIVERSITY, FULLERTON™

CHAIR REPORT

1/31/2018

WINTER BREAK

- Started an internship in Government Relations at OCTA
- Assisted students with the Cal State DC Scholars program
- Visited friends in Sacramento and Colorado
- Went to San Diego for PIKE formal
- Spent time at home with family



SPRING SEMESTER

- Guest Speakers

- ASI Elections
- AVP Tami Bui
- ASC
- CCO Jeff Cook
- Irvine Dean Walk

- Events

- Discoverfest
- Breakfast With The Boards
- ASI Elections
- TSC Banquet
- UCI Campus Visit

- Save The Date

- BWTB 2/8
- TSCBOT Photo 2/14
- TSC Banquet (Tentative) 4/20

THE PIPELINE

- Goals for 2018
 - Audit of committee structure and responsibilities
 - Engagement of student and university members at meetings
 - Increased participation opportunities for Student Trustees in projects
 - Assessment of graduating seniors and strong recruitment efforts
 - Begin transitioning process and allow create shadowing opportunities

ASSOCIATED STUDENTS, INC.

EXECUTIVE DIRECTOR REPORT

JANUARY 31, 2018

DR. DAVE EDWARDS

WELCOME BACK!

Happy 2018!





GOALS UPDATE

- 1:1** ASI Website
- 1:3** Staff Advising Training
- 1:9** Staff Handbooks
- 2:1** Pro Staff Recruitment
- 3:2** Rec Center Improvements
- 3:3** Facility Improvements
- 2:3** Ceridian
- 1:5** Student Programming

GOAL 1:1

Utilizing student feedback, conduct a comprehensive redesign of the ASI website.

The site is roughly 90% complete, accessible even though under construction.

Website is 100% compliant with the CSU Accessible Technology Initiative (ATI). The old site was only 9% compliant.

GOAL 1:3

Working with student leaders, assess and redesign our student leadership training program - second phase

- Goal has been ongoing since June trainings
- Following June trainings and retreats, leaders (Nick, Laila, Andrew and Jared) were engaged to help plan the Student Government Retreat programs

GOAL 1:3 CONT.

- A first phase feedback survey was sent out and focus groups were held
- Prior to January Student Government Retreat, leaders (Nick, Laila, Andrew and Jared) were again engaged to help plan content

GOAL 1:3 CONT.

- The last segment of training and retreat programs was just completed (January Student Government Retreat) and the second phase feedback survey has been sent out
- Once the feedback survey closes next week, all of the data will be compiled for review
- Expected completion mid-February

GOAL 1:9

Develop a staff handbook outlining major administrative processes for all staff.

Administration has developed a three phase approach (Planning, Drafting and Reviewing) that has started with HR and will end with every department having a resource guide by August 2018.

GOAL 2:1

Effectively recruit, hire, and train new professional staff, especially in Leader and Program Development and Titan Recreation

Leader & Program Development positions were filled by September 25, 2017.

- Drew Wiley, Director (May 30, 2017)
- Austin Ysais, Coordinator (August 17, 2017)
- Asha Nettles, Coordinator (September 25, 2017)

GOAL 2:1

Effectively recruit, hire, and train new professional staff, especially in Leader and Program Development and Titan Recreation

Titan Recreation

- Failed searches in 2017 for the Associate Director and the Outdoor Adventure Coordinator
- Membership & Services Manager position needs to be filled.
- All searches will begin February 2018

GOAL 3:2

Utilizing student feedback, redesign and enhance the interior look of the Rec Center, including submitting a renovation plan.

- Working with the TSCBOT Marketing and Outreach Committee to establish project scope and working with architects to establish cost and schedule
- New due date of April 30

GOAL 3:3

Based on the assessment and plan from Brailsford and Dunleavy, develop plans for large facility improvements, while starting minor improvements

- Phase I has been completed and included an assessment of students and staff with space on second floor of the TSU, including the Dean of Students and Student Life and Leadership.

GOAL 3:3 CONT.

- Phase II will take place in February 2018 and will include the formation of a space utilization plan of the second floor of the TSU developed by the Board of Trustees Facilities and Operations Committee.

GOAL 3:3 CONT.

- Phase III will begin in late Spring 2018 and will include the implementation of projects to remodel the second floor of the TSU to better meet the needs of students and staff.

GOAL 2:3

Effectively transition ASI's computerized human resources information system to Ceridian.

Ceridian Live Launch – 1/1/2018

- All ASI Employees Transitioned on 1/1/2018
- First Payroll – Pay date 1/12/2018 completed
- Time Attendance is set up and live.
- Benefits and entitlements are set up and live.
- Performance Management is set up and live.

GOAL 2:3 CONT.

Processes

- Onboarding Module – In Progress – expected completion March 1
- Recruitment Module – In Progress – expected completion March 15
- ACA Module – In Progress – expected completion March 30

GOAL 2:3 CONT.

ADP

Currently phasing out ADP. ADP is only used for 2017 Year End reporting. No employee access. Will terminate ADP by the end of April 2018.

GOAL 1:5

Conduct an assessment and analysis of all student programming provided by ASI, with student leaders in student government, and make recommendations for improvements in overall effectiveness, financial impact, and student satisfaction

- Goal was planned for late fall semester, but ran into delays because of other activities that occurred, such as Milo and Homecoming.

GOAL 1:5 CONT.

- Students needed to experience positions and current programming prior to assessment
- Committee has been formed and met to map out process
- Expected completion mid-March

PERSONNEL

UCC Retirement:

- Carmela Gomez (37 years)

Transitioning to CSUF:

- Tracey Magyar (18 years)
moving to the Faculty
Development Center

PERSONNEL CONT.

INTERVIEWS & SEARCHES

Interviews for Maintenance Tech underway

Interviews for UCC Coordinators starting soon

SRC Associate Director and Rock Wall &
Outdoor Adventure Coordinator Searches
this spring

FINANCIAL UPDATE

TITAN STUDENT CENTERS	Budget	Actual	Variance	%
INCOME				
Locker Income	37,200	20,068	17,132	54%
Dining Commissions	111,000	64,787	46,213	58%
Merchandise Sales/See's gift	800	103	697	13%
Shop II (Yum)	19,800	9,900	9,900	50%
Class Bowling	9,672	4,270	5,402	44%
Shoe Rentals	10,305	6,211	4,095	60%
Foosball	303	71	232	23%
Shuffleboard	925	-	925	0%
Miscellaneous Revenue	4,330	2,224	2,106	51%
Room Rental	176,480	115,433	61,048	65%
Movie Ticket Income	6,750	1,739	5,011	26%
Equipment Rental	400	-	400	0%
Computer Services Income	10,300	-	10,300	0%
Personnel Services Income	57,771	21,323	36,448	37%
Amusement/See's Income	47,705	16,510	31,195	35%
ATM & Automated Services	48,911	24,518	24,394	50%
Interest Income/Over&short	25,000	11,752	13,248	47%
Sports Ticket Income	1,200	87	1,113	7%
Registration Fees	363,772	142,780	220,992	39%
Table Tennis	2,592	1,346	1,246	52%
Open Billiards	18,868	12,662	6,206	67%
Goods	100	-	100	0%
Ticket Stock Revenue	600	150	450	25%
Gaming Center	1,127	1,792	(665)	159%
Electronic Games	4,350	2,038	2,312	47%
Rock Wall Classes	6,600	55	6,545	1%
Games Special Events	24,000	15,107	8,893	63%
Open Bowling	10,425	6,444	3,981	62%
TOTAL INCOME	1,001,286	481,371	519,915	48%

UPDATE CONTINUED

TITAN STUDENT CENTERS	Budget	Actual	Variance	%
EXPENSES				
Personnel Services, FT	1,994,417	894,055	1,100,362	45%
Personnel Services, PT	1,625,964	702,426	923,538	43%
Benefits (Staff & Students)	883,547	394,797	488,750	45%
Student Leader Fin. Award	30,270	30,270	-	100%
Supplies	365,324	131,550	233,774	36%
Printing & Advertising	36,837	5,391	31,446	15%
Communications	50,713	21,684	29,029	43%
Merchandise for Resale	4,140	1,025	3,115	25%
Repairs & Maintenance	132,064	62,539	69,525	47%
Depreciation Expenses	-	12,043	(12,043)	0%
Minor Construction	117,596	89,432	28,164	76%
Leasehold Improvement	-	15,378	(15,378)	0%
Contracts/Fees/Rentals	3,300,055	1,402,054	1,898,001	42%
Travel	89,893	10,606	79,287	12%
Vehicle Expense	2,850	218	2,632	8%
Dues and Subscriptions	12,203	3,054	9,149	25%
Staff Development	2,000	-	2,000	0%
Insurance	144,455	69,542	74,913	48%
Utilities	707,300	169,853	537,447	24%
Capital Equip/Improvements	210,000	254,709	(44,709)	121%
Contingency	21,280	1,355	19,925	6%
Postal Expense	3,000	1,784	1,216	59%
Prior Expenses	-	49,868	(49,868)	0%
TOTAL EXPENSES	9,733,908	4,323,635	5,410,273	44%

ADMINISTRATION UPDATE

AOA Update

Lionel, Keya, and Drew were elected to new positions in AOA. Chair of Financial Services Committee, At-Large Member of AOA Executive Committee, and Vice Chair of AS/Student Union/Recreation Committee

ADMINISTRATION UPDATE CONTINUED

Post-Retirement Medical Benefit Issue:
Consulting with attorney, CalPERS, and AOA
legislative liaison

Revising actuarial estimate of financial
liability



FACILITIES UPDATE

- Recarpeted Rec Center first floor
- Moved microwaves to the south wall
- Leader and Program Development office relocations



CAMPUS UPDATE

- CSUF Welcomes President Framroze Virjee
- CSU Budget Request
- Enrollment
 - Spring 2018: Headcount - 39,176
 - Spring 2017: Headcount - 39,439

QUOTE

“If you’re not a runner, then be a walker, a hiker, a dancer. Just be brave. Find your thing and do it.”

— Chesley B. (Sully) Sullenberger,
pilot and author

ASSOCIATED STUDENTS, INC.

EXECUTIVE DIRECTOR REPORT

JANUARY 31, 2018

DR. DAVE EDWARDS



ELECTIONS 2018
UPDATE 1

**ELECTIONS DIRECTOR
RACHEL LANGENFELD**

UPDATE TOPICS

- Candidate Filing and Orientation
- Debates
- Judicial Board
- Voting
- Budget

CANDIDATE FILING AND ORIENTATION

- Candidate Filing open Monday January 22nd 8:00 am to Wednesday February 21st 5:00 pm
 - Closes at 5pm after that students are considered a Write-in Candidates deadline 3/12 at 5pm
- At ASU.Fullerton.edu > Student Government > Elections > Electronic Election Packets and Forms
- Orientation Alvarado AB 1:30 pm to 3:00 pm
- Will be a Recorded Presentation for Candidates

DEBATES

- Student Centers Board of Trustees and Board of Directors Candidate Fair Tuesday March 6th and Wednesday March 7th | 1:00 am to 1:00 pm – East Patio, TSU
- President and Vice President Debates Thursday March 8th | 1:00 am to 1:00 pm – Main Quad

JUDICIAL BOARD

- March 5th to 15th Monday to Friday at 9:00 am to 10:00 am and 4:00 pm to 5:00 pm
- Meeting only if a complaint is received – will be posted under the Elections section
- Consists of Student Centers Board of Trustees, Board of Directors Candidate and Exec Team.
 - Must be Graduating

VOTING

- Titanium Banner – Link to Vote.Fullerton.edu and candidate platforms
- Decided to not have in person voting
- Win a parking pass

BUDGET

- Lets look at the tracker!

Elections			
0008			
Overview			% Spent
8050-Supplies			32.54%
8051-Printing and Advertising			44.90%
8052-Communications			26.98%
8074-Contracts, Fees, and Rentals			0.00%
8069-Contract/Fees/Rentals			0.00%
(Highlight cleared expenses in green)			
(Highlight pending expenses in yellow)			
General Operations			
8050-Supplies			\$2,000.00
Date	Description		Amount
11/28/17	Printer Ink		\$67.60
11/22/17	Pens		\$219.72
01/02/18	I voted stickers		\$184.93
01202/18	1/2 Silicone Wristband		\$178.45
Total Spent			\$650.70
Balance Available			\$1,349.30
8051-Printing and Advertising			\$2,300.00
Date	Description		Amount
12/6/17	ASI Elections posters - 62 Quad		\$51.58
12/6/17	Voting Posters - 50 RA's		\$81.93
12/15/17	Candidate poster - 50 RA's		\$44.34
12/15/17	Candidate poster - 52 Quad		\$101.72
11/28/17	Cards - 500		\$32.33
1/15/18	t-shirts		\$630.82
1/25/18	Handbills - 500		\$90.00
Total Spent			\$1,032.72
Balance Available			\$1,267.28
8052-Communications			\$300.00
Date	Description		Amount
1/26/17	As of		\$80.95
Total Spent			\$80.95
Balance Available			\$219.05
8074-Contracts, Fees, and Rentals			\$3,000.00
Date	Description		Amount
Total Spent			\$0.00
Balance Available			\$3,000.00

8069-Contract/Fees/Rentals		\$3,168.00	
Date	Description	Amount	
Total Spent		\$0.00	
Balance Available		\$3,168.00	

ASSOCIATED STUDENTS, INC. PRESENTS



2018
ELECTIONS
RUN FOR AN ASI POSITION

CANDIDATE FILING OPEN FROM
JAN 22 at 8AM TO FEB 21 at 5PM
SEE BACKSIDE FOR DETAILS



ELECTIONS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

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ARE YOU INTERESTED IN A LEADERSHIP POSITION?

Associated Students Inc. offers the following elected positions:

ASI President and Vice President

The President and Vice President run as a pair and represent students' needs and interests to Cal State Fullerton administration, faculty & staff, and campus community.

Board of Directors

16 students, 2 students from each of the 8 academic colleges. The Board of Directors is charged with setting policies for Associated Students Inc., approving all funding allocations to programs and services, and advocating for students interests on committees and boards.

Titan Student Centers Board of Trustees

A student majority board that consists of 10 students who oversee the Titan Student Union, Student Recreation Center, and Irvine Campus Fitness Center.

CANDIDATE FILING OPEN
JAN 22 at 8AM TO FEB 21 at 5PM

Please go online to ASI.FULLERTON.EDU > Elections to apply.
Contact ASI Elections Director at ASELECTIONS@FULLERTON.EDU.