



**MEETING MINUTES  
May 9, 2018**

**CALL TO ORDER**

Jared Hill, TSC Board of Trustees Chair, called the meeting to order at 1:39 pm

Hill thanked all for attending the last meeting of the Titan Student Centers Board of Trustees. He apologized for the late start and shared that they held a very enlightening and engaging panel discussion regarding transitioning your ASI experience into career preparation, resume development and interview readiness. Hill thanked the incoming BOT members for attending the meeting. He shared that they will gain some insight into how meetings are conducted and it will help them prepare for the coming year.

**ROLL CALL**

Members Present: Achatz, Ayala, Badal, Barillas, Francisco, Hesgard, Hill, Hust, Mendes, Rodriguez, Vigil, Wolfe

Members Absent: Dadabhoy, Davis, Gerboc

Officers Present: Allen, Badal, Collins, Fehrn, Martin, Scialdone, Tapper

Officers absent:

\*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.]

\*\*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.]

**APPROVAL OF AGENDA**

The agenda was approved as presented. (Ayala-m/Achatz-s) There were no objections.

**APPROVAL OF MINUTES**

The minutes from the 5/2/2018 meeting were approved as presented. (Hesgard-m/Ayala-s) There were no objections.

**PUBLIC SPEAKERS**

None

**TIME CERTAIN**

Tony Lynch, ASC Director, Campus Dining provided an update report on the dining projects in the Titan Student Union. The report is an attachment to the minutes.

Lynch thanked the Board for the invitation and shared an overview of the projects that are in process in the TSU.

- Hibachi San - construction began today. The project received Fire Marshall approval, the kick-off meeting was held and the project is moving forward. Expected completion is early summer 2018.
- Pieology - submitted plans to the State Fire Marshall and a General Contractor has been hired. Once Fire Marshall approval is provided the project will move forward

with the kick-off meeting and construction will begin. Expected completion is early fall 2018.

- Roscoe's Deli – Lynch introduced Nick Montano from Roscoe's. Provided an update regarding the anticipated start time. Lynch requested approval to move forward in taking over the space designated as early as possible. He shared that the anticipated opening is late fall 2018/early spring. Reviewed projected map and space layout.

Nick Montano spoke to the Board and shared that he is a partner/owner for Roscoe's. They are committed to the project and shared that this is a new process for them and they appreciate the support from ASC and look forward to completing the project as soon as possible.

Hill opened the floor to questions.

Hill asked Lynch to provide a brief overview of ASC for the benefit of the incoming Student Trustees. Lynch shared the areas that the auxiliary oversees on campus.

Hill shared that the Board is excited to see the Roscoe's project move forward and asked for the anticipated start date. Lynch provided an overview of some of the challenges they have faced with procuring state/Fire Marshall approval. Hibachi San drawings took approximately 5 months for approval from the state.

Allen asked about the drawings and if they would include connecting both spaces or leaving the hallway. Lynch shared that the spaces would be separated primarily to reduce the overall expense of the project.

Mendes asked if the drawings have been submitted to the state. Lynch shared they have not, and the drawings presented to the Board are preliminary drawings. They are more for concept evaluation and to establish the scope and cost of the project. ASC Board approved \$500,000 for the project. Architect is working on full set drawings that will cost approximately \$100,000.

Mendes asked if there will be enough time to complete drawings, get approval, and finish the project within the stated timeline. Lynch shared they believe they will meet the timeline, since there will be no cooking in the facility, the scope of the project is not as extensive as installing a full kitchen. Sandwich deli and a bar, without a full kitchen is a different process.

Lynch followed up again asking for consideration to release the TSU space to begin prepping for the work to be done for Roscoe's.

Hill thanked Lynch and Montano and shared that management will follow-up as soon as possible release date for the space allocated to Roscoe's.

## REPORTS

### a. Chair

Hill reported that this has been an impactful year and many great things have happened. ASI experienced growing pains throughout the year. He shared that he is looking forward to a great future for ASI with the incoming Board. Today is the last meeting for the 2017/2018 Board and at the June 1<sup>st</sup> meeting the new Student Trustees will elect the Chair and Vice Chairs for the coming year. Hill shared that at the last leadership meeting the team discussed projects that will be passed on to the new Student Trustees. He encouraged the current Trustees to include any pending projects and goals in their transition materials.

Hill shared that the ASI Board of Directors approved the TSC Board of Trustee changes to ASI Bylaws. Allen is working on increasing the Vice Chair awards with the increase in

responsibilities. Hill provided an overview of recent events and speaking engagements including the Mihaylo Economic Forum, the Philanthropic Committee meeting and also the Humanities Donor Appreciation event. Hill was able to share some of the successes that the Board accomplished during the year. He shared excitement for the potential work that the incoming board will complete in the future. Hill thanked the Board, management and staff for their support. He shared that his years on the Board have culminated into an amazing journey. Hill shared with the incoming Trustees that if they need anything, do not hesitate to reach out.

- b. Vice Chair for Facilities & Operations** Mendes shared thoughts regarding this last meeting. He shared that he has been involved with the TSC board a long time. He thanked all who have supported him along the way. Special thanks to Fehrn who served as his advisor this year and also to, Allen, and all staff for their ongoing support. It has been a great year.
- c. Vice Chair for Marketing & Outreach** Hust thanked all who worked on the Marketing Committee. She provided a highlight of completed projects for the year, such as, naming the mammoth, installation of elevator vinyl's for wayfinding, table toppers which are coming soon, TSU TV's (if approved by the Fire Marshall). Overall it has been a great year, and a year of learning. She shared to the incoming Board, best of luck. Feel free to reach out if any questions. Thanks to the current TSCBOT leaders, there have been some great debates, great mentors and support. She wished all the best.
- d. Vice Chair for Programs & Services** Hesgard provided a quick recap of actions from the Programs and Services Committee. The Board approved a fitness training program for the SRC, new check out program for bean bags and lap desks in the TSU. Additionally, worked diligently to reach out across campus in efforts to build collaboration and to enhance knowledge of the TSC. Hesgard shared that she has pending projects that will be passed on to the incoming board. She shared that for the coming year she will still be in ASI and will be available to incoming Student Trustees. She shared that she has learned a lot in her first year and it has been a great year. Appreciate all for their help in making her a better person and student leader.
- e. Associate Executive Director** Allen reported that it has been a pleasure serving as a mentor to all on the TSC board. Allen commented on the exceptional growth, passion and professionalism of the trustees, and the lasting impact they will leave to ASI and the campus. She shared that they can count on her as an integral part of their professional village. She shared thoughts about the difference between a mentor and a village partner. A village partner is someone who coaches you, motivates you in different ways and is there when you need assistance as you transition into your career life, especially during the first year after graduation. She encouraged the Trustees to reach out and shared that she is available by email for any questions.

Allen reviewed her PowerPoint report which is attached to the minutes. She shared that the TSU is being spruced up in preparation for commencement and that includes asking the partners (ASC) to ensure all construction is covered properly and signs are in place indicating that new dining options are coming soon. We want all areas of the TSU to be pristine. She confirmed with Fehrn that as of Monday, TSU is open 24 hours until finals are completed. She reviewed several programs and activities available to students. Allen provided additional updates from her report including Leader and Program Development's acceptance of a check over \$10,000 from Greek Week's philanthropic event to benefit Camp Titan.

Allen yielded to Lawrence to review the quarterly financial report for TSC.

Hill thanked Lawrence for the report. He asked if there is any cause for concern with the Building Engineering expense areas which seem to be higher than usual. Lawrence shared

that in the prior year some expenses were not allocated properly and once the final quarter's data has been entered everything should balance out.

Allen completed her report by reviewing calendar events and reminded Trustees to take advantage of all of the activities happening in the TSC. She further shared that the SRC is working diligently to complete their interviews for various open positions.

a. **ASI Board of Directors Chair** Rodriguez reported on behalf of Jakel and read from Jakel's Board Chair report, which is an attachment to the minutes.

b. **ASI President's Rep.** No report.

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**ANNOUNCEMENTS/MEMBERS'  
PRIVILEGES**


Dr. Vigil congratulated the Student Trustees graduating this spring. He thanked all who attended the Tuffy Awards.

Allen welcomed and encouraged the incoming board members letting them know that they will receive training and they have support to help them prepare for coming meetings.

Vigil shared that re-registration is open early for student organizations through Titan Link.

Hill reminded Student Trustees that there is a transition meeting immediately following the Board meeting.

**ADJOURNMENT** The meeting adjourned at 2:26 p.m.

  
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, TSC Board of Trustees Chair

  
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Susan Collins, Recording Secretary



CSU Fullerton Auxiliary Services Corporation

Tony Lynch, Division Director

# HIBACHI-SAN

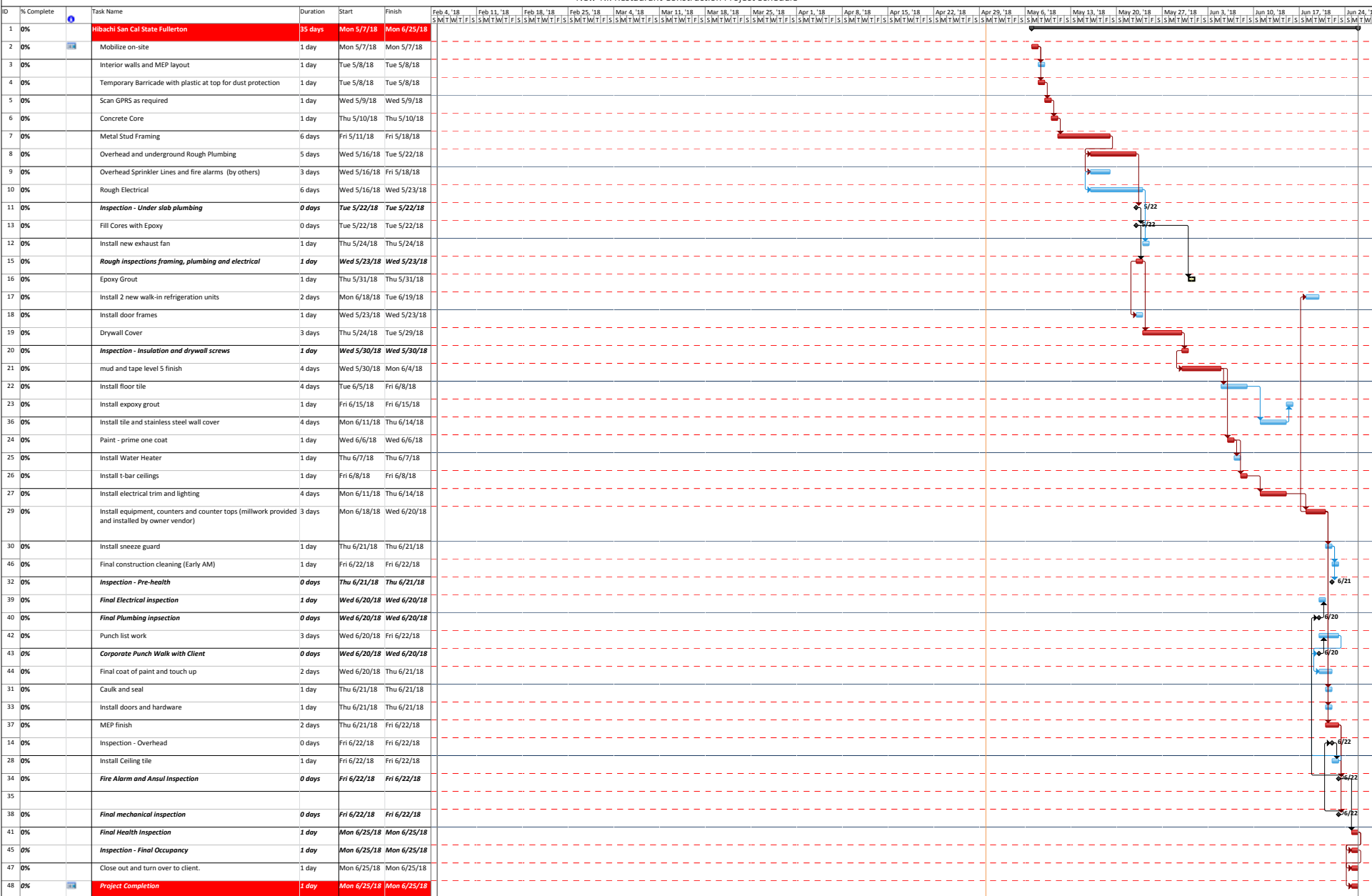


HIBACHI-SAN  
JAPANESE STEAKHOUSE

- State Fire Marshal Approval on 4/27/18
  - General Contractor notified –kick-off meeting coordinated and took place on 5/1/18
  - Hazardous Materials Testing 5/2/18—passed 100%
  - Construction started on Hibachi-San 5/8/2018
- (See General Contractor Schedule)

# MENEMSHA

Hibachi San Cal State Fullerton Student Union Food Court 800 North, State College Blvd Fullerton CA 92831  
New T.J. Restaurant Construction Project Schedule



Project: Hibachi San Cal State Fullerton Date: Mon 4/30/18

Task	Summary	External Milestone	Inactive Summary	Manual Summary Rollup	Finish-only	Critical Split
Split	Project Summary	Inactive Task	Manual Task	Manual Summary	Deadline	Progress
Milestone	External Tasks	Inactive Milestone	Duration-only	Start-only	Critical	

# HIBACHI-SAN & PIEOLOGY – FOOD COURT





# PIEOLOGY



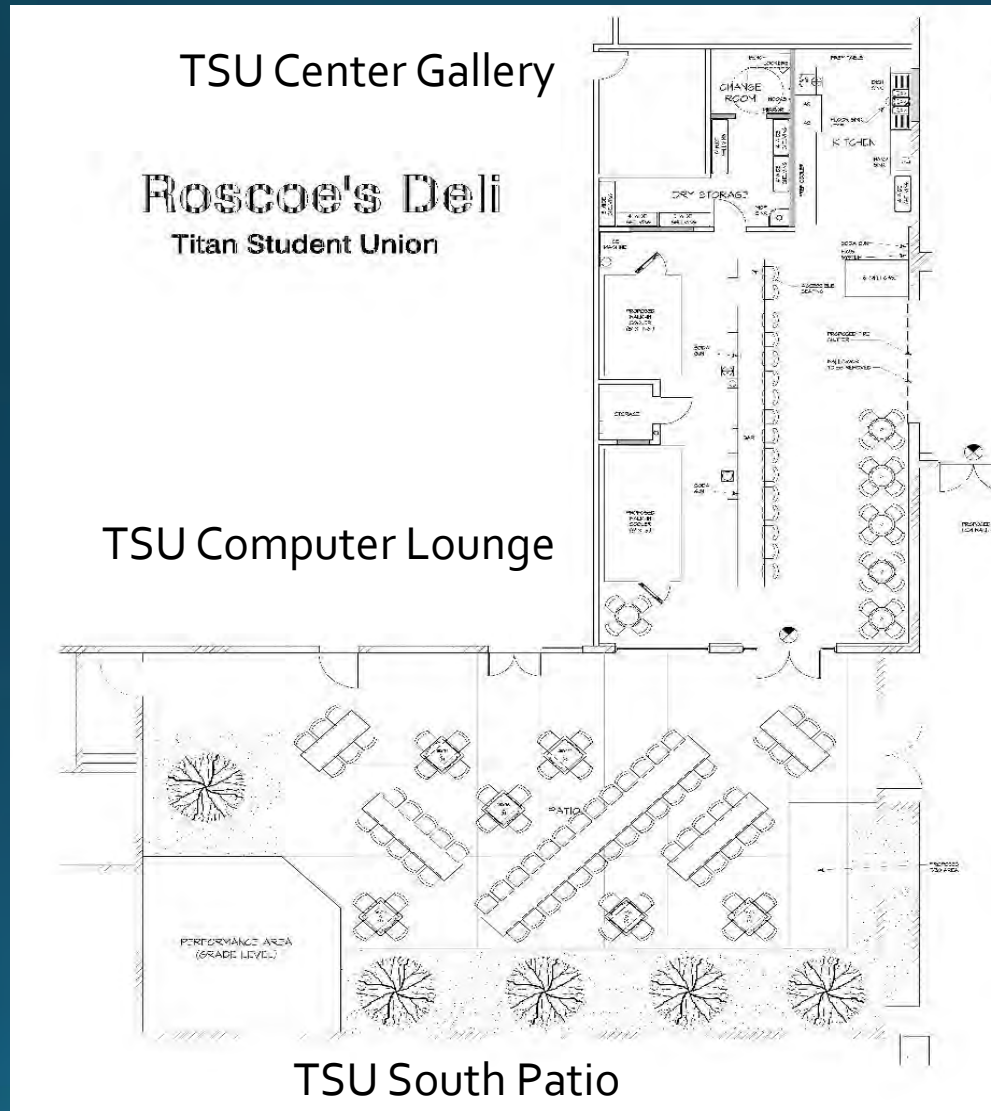
- Plans being resubmitted to the State Fire Marshal
- General Contractor already selected
- Hazardous Materials Testing completed
- Kick-off meeting to be scheduled upon notification from the State Fire Marshal
- General Contractor Construction schedule to follow to be completed early Fall 2018

# ROSCOE'S



- Working with TSU to take over space 6/18/18
- Working with architect to develop CD's with revised layout
- Working with TSU Chief Building Engineer and GC's to determine most cost effective way to undertake scope of work
- Opening would be late Fall 2018

# ROSCOE'S DESIGN



QUESTIONS?

# KEYA ALLEN - SPRING REPORT

Associate Executive Director, ASI


May 9, 2018



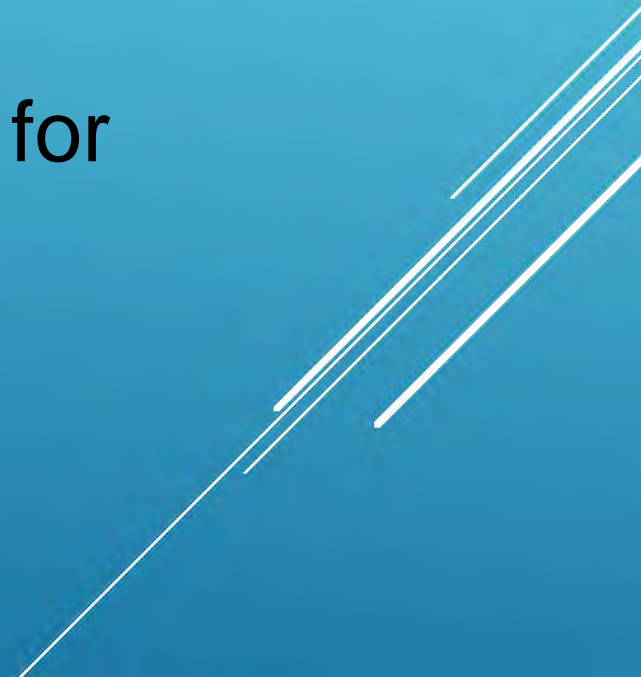
# Titan Student Centers

- 2 vacant positions now filled in UCC
  - UCC Manager position posted
  - Construction for Habachi San underway
  - Commencement activities underway
  - Building open 24 hours
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

# Marketing and Communications

- Graphic Design Coordinator position filled
  - Website maintenance underway
  - Elevator vinyl exterior doors
  - Wayfinding
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and thicknesses, arranged in a diagonal pattern from the bottom right towards the top right of the slide.

# Leader & Program Development

- ASI Camp Titan planning in progress
  - ASI Programming surveys reviewed over 1000 respondents
  - Leadership Training schedule in progress for end of May and June
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue gradient background.



# Administration Update

Resolutions passed this semester:

- In Opposition to the CSU Potential Tuition Increase for the 2018/19 Academic Year – passed February 2018
- Basic Needs additional funding
- To Approve 2018/19 ASI Consolidated Budget – passed April 2018

# Events Calendar

Event	Date	Time	Location
All Night Study	5/7 – 5/14/18	7:00pm – varies	SRC
Free, Bowling, Billiards-etc.	5/14 – 5/18	10:00pm – 5:00am	TSU



# Updates

Assessment	Budget	Searches/Interviews
<ul style="list-style-type: none"><li>• ASI Programming- results under review over 1000 respondents</li></ul>	<ul style="list-style-type: none"><li>• TSCBOT budget sent to President Virjee and approved</li></ul>	<ul style="list-style-type: none"><li>• There is a search posted for the Marketing &amp; Design Coordinator</li><li>• Search underway for the Associate Director of the SRC, Membership Coordinator, Rockwall</li></ul>

March 2018

ASSOCIATED STUDENTS	BUDGET	ACTUAL	VARIANCE	%
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INCOME				
Parent/Staff/Faculty Fees	549,832	450,795	99,037	82%
Contract-Dept of Educ (CC)	484,952	339,652	145,300	70%
Fees Certified	29,586	16,768	12,818	57%
Contract-CSU & Child Nutrition	106,780	78,139	28,641	73%
Fundraising/Interest Income	95,000	27,536	67,464	29%
Miscellaneous/Copies Revenue	-	26,335	(26,335)	0%
General/Yr End Show Income	135,000	9,995	125,005	7%
IRA Management Fee	210,000	178,924	31,076	85%
TSC Chargeback	1,781,528	1,302,396	479,132	73%
Investment Income/Gain/Loss	-	195,404	(195,404)	0%
<b>TOTAL INCOME</b>	<b>3,392,678</b>	<b>2,625,945</b>	<b>766,733</b>	<b>77%</b>

EXPENSES				
Professional Staff Wages	2,418,150	1,763,709	654,441	73%
Student Wages	980,161	635,246	344,915	65%
Benefits (Staff and Student)	990,991	686,022	304,969	69%
Contract Wages	141,197	132,784	8,413	94%
Student Leadership Awards	357,012	357,012	-	100%
Supplies/Merchandise	311,660	147,452	164,208	47%
Printing & Advertising	147,115	63,111	84,004	43%
Communications/Postal	31,578	17,197	14,381	54%
Vehicle exp/maint/Minor construction	107,125	78,750	28,375	74%
Depreciation Expense	-	4,903	(4,903)	0%
Contracts/Fees/Rentals	1,726,209	581,360	1,144,849	34%
Travel	328,810	125,775	203,035	38%
Dues & Subscriptions	11,755	4,552	7,203	39%
Staff Development	88,175	76,834	11,341	87%
Insurance	70,137	61,558	8,579	88%
Utilities	30,000	12,927	17,073	43%
Research Grants	22,500	22,500	-	100%
Contingency	50,000	1,838	48,162	4%
Titan Dreamer Scholarship	-	500	(500)	0%
Presidential Discretionary	750	234	516	31%
Capital Improv. & Related Exp	-	4,681	(4,681)	0%
Prior Year Expenses	-	20,574	(20,574)	0%
		-	-	0%
<b>TOTAL EXPENSES</b>	<b>7,813,325</b>	<b>4,799,518</b>	<b>3,013,807</b>	<b>61%</b>

**March 2018**

TITAN STUDENT CENTERS	Budget	Actual	Variance	%
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<b>INCOME</b>				
Locker Income/Membership Dep.	37,200	33,662	3,539	90%
Dining Commissions	111,000	99,809	11,191	90%
Service chargeback	406,122	184,585	221,537	45%
Merchandise Sales/See's gift	5,802	1,985	3,817	34%
Shop II (Yum)	19,800	16,500	3,300	83%
Class Bowling	9,672	9,485	187	98%
Shoe Rentals	10,305	9,187	1,119	89%
Foosball	303	114	189	38%
Shuffleboard	925	-	925	0%
Miscellaneous Revenue	30,080	24,311	5,769	81%
Room Rental	188,322	176,984	11,338	94%
Movie Ticket Income	6,750	2,263	4,487	34%
Equipment Rental	400	-	400	0%
Computer Services Income	10,300	629	9,671	6%
Personnel Services Income	57,771	34,989	22,782	61%
Amusement/See's Income	47,705	22,129	25,576	46%
ATM & Automated Services	48,911	40,906	8,005	84%
Interest Income/Over&short	25,000	16,080	8,920	64%
Sports Ticket Income	1,200	196	1,004	16%
Registration Fees	554,257	312,314	241,943	56%
Table Tennis	2,592	1,998	594	77%
Open Billiards	18,868	19,259	(391)	102%
Goods	100	-	100	0%
Ticket Stock Revenue	600	150	450	25%
Gaming Center	1,127	2,777	(1,650)	246%
Electronic Games	5,477	6,128	(651)	112%
Rock Wall Classes	6,600	-	6,600	0%
Games Special Events	24,000	22,976	1,024	96%
Open Bowling	34,425	33,277	1,148	97%
<b>TOTAL INCOME</b>	<b>1,665,614</b>	<b>1,072,692</b>	<b>592,922</b>	<b>64%</b>

<b>EXPENSES</b>				
Personnel Services, FT	1,859,417	1,299,848	559,569	70%
Personnel Services, PT	1,625,964	1,022,139	603,825	63%
Benefits (Staff & Students)	883,547	578,295	305,252	65%
Student Leader Fin. Award	30,270	30,270	-	100%
Supplies	365,324	233,341	131,983	64%
Printing & Advertising	36,837	8,278	28,559	22%
Communications	50,713	24,593	26,120	48%
Merchandise for Resale	4,140	1,923	2,217	46%
Repairs & Maintenance	132,064	67,486	64,578	51%
Depreciation Expenses	-	108,388	(108,388)	0%
Minor Construction	117,596	118,765	(1,169)	101%
Leasehold Improvement	-	42,633	(42,633)	0%
Contracts/Fees/Rentals	3,300,055	2,165,904	1,134,151	66%
Travel	89,893	37,479	52,414	42%
Vehicle Expense	2,850	435	2,415	15%

Dues and Subscriptions	12,203	8,177	4,026	67%
Staff Development	2,000	-	2,000	0%
Insurance	144,455	69,542	74,913	48%
Utilities	847,300	364,469	482,831	43%
Capital Equip/Improvements	70,000	168,052	(98,052)	240%
Contingency	21,280	1,033	20,247	5%
Postal Expense	3,000	604	2,396	20%
Prior Expenses	-	52,858	(52,858)	0%
<b>TOTAL EXPENSES</b>	<b>9,598,908</b>	<b>6,404,516</b>	<b>3,194,392</b>	<b>67%</b>



**TSC BOARD OF  
TRUSTEES**

**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**12:30PM-1:30PM PANEL: APPLYING ASI POST- GRAD**

PANERA LUNCH PROVIDED

**GUESTS:**

**JULIE VIRJEE**

DIRECTOR, YAMBI RWANDA

**DR. DAVE EDWARDS**

ASI EXECUTIVE DIRECTOR

**MARISA PEREZ-AMORDE**

COLLEGE CAREER SPECIALIST

**CHRIS REESE**

EXECUTIVE DIRECTOR, CORPORATE AND COMMUNITY OUTREACH

**DR. VINCENT VIGIL**

DIRECTOR, STUDENT LIFE AND LEADERSHIP

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**1:30PM-2:30PM: TSCBOT MEETING**

-INCOMING TRUSTEES WELCOME-

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**2:30PM-3:30PM TRUSTEE ORIENTATION**

-INCOMING TSCBOT MEMBERS INVITED AND ARE ENCOURAGED  
TO COME LEARN ABOUT ASI AND THE BOT-



**BOARD OF  
DIRECTORS**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

May 8, 2018

## ASI Board Chair and Vice Chairs Report

*From the Vice Chair Treasurer:* No written report.

*From the Chair:* Hi Everyone,

I would like to thank you all for serving 40,000+ students this year. It has been quite a challenging, yet productive, year. We have been able overcome these challenges and have an impact on students by making meaningful changes for ASI and CSUF.

We had an impact through: attending hundreds of meetings, amending the ASI bylaws, passing and sharing many resolutions, re-writing/formatting dozens of policy statements, having thorough and respectful discussions, approving contingency requests, collaborating within ASI for events like All Day ASI and Breakfast with the Boards, passing a balanced budget, attending conferences like CSSA, supporting our funded and funding councils, interacting with individual students, and learning from dozens of time-certain and public speakers we have had throughout the year.

Collectively, we made some awesome strides this year. That being said, I challenge next year's leaders to: make ethical choices, look to constantly add value wherever you go, and focus on serving students and not yourselves. Don't let internal and external challenges prevent you from always making students the priority.

Lastly, I have thoroughly enjoyed serving as your board chair this year. It has been one of the most challenging, frustrating, yet rewarding and fulfilling positions I've ever held. I've been able to grow a lot as a person, and a leader from this role. So, thank you for helping me improve and hopefully I was able to return the favor for you. I'll look fondly on the people I've met on this journey, and the experiences and life lessons that this role taught me about being a leader and an elected official.

Updates:

- TSC BOT passed the ~\$8 million renovations to places in the UL and LL of the TSU
- Work on your transition documents; meet with the incoming leaders!
- The data from the Breakfast with the Boards event has been inputted digitally and I will be sharing it with you all shortly and some analysis by yours truly



- Tentative meeting for ICC Committee happening this Friday afternoon
- ASI is refunding student's Spring Concert tickets. Please direct them to the ASI Website or share this link with them: <https://asicsuf.wufoo.com/forms/mijbv2906rp8xn/>
- Applications for ASI positions for next year are available on the ASI Website: <http://asi.fullerton.edu/about#Leadership>

**#reports are due at 5pm this Friday!** (last time)

Thanks for everything this year, good luck on finals!

Sincerely,

Nick Jakel

<https://media.giphy.com/media/xUySTVNHpdACKnfKuc/giphy.gif>



***From the Vice Chair Secretary:*** Hello everyone,

As a few reminders: make sure to set-up and create those transition documents we all keep talking about! Also, Governance met last for the last time last week so no more committee meetings - I know, it was a bit sad! However, I am very proud of the hard work we did this year and I can't wait to see who the new Vice Chair Secretary will be.

Lastly, this is it, the final stretch of the semester, and unfortunately, the last time we meet this year! I am beyond proud of the work you have all done, and I am glad to have shared my best year in ASI with all of you. For the past four semesters, every Tuesday at 1:15pm, I have found myself in a Board meeting. It's amazing how fast time flies. And the experience is even more special when you find yourself with individuals with genuine hearts and with the ability

to brighten up your day. You have all - in one way or another - given me a reason to smile when I reminisce about my time in student government. And for that, I would like to personally thank you.

For those of you returning to ASI in the next year, I hope that you go above and beyond anything you were able to do this year - growing and prospering ASI in the process. I wish you the best of luck with everything you do and I look forward to hearing about all your accomplishments and progress.

Though I know being a student leader is not easy, I can say with certainty, now, that it has been worth it.

Good luck with your final exams, and I hope you find time to enjoy yourself the rest of the semester.

As always, I am here if you need me. I am serious about that, always have been.

Vice Chair Secretary Out.

***Jesse Rodriguez***