



**MEETING MINUTES
October 10, 2018**

- CALL TO ORDER** Riley Duncan, TSC Board of Trustees Chair, called the meeting to order at 1:34 p.m.
- ROLL CALL**
- Members Present: Aguilar, Barillas, Borjas, Budisantoso, Duncan, Evans, Gil, Greco, Harris, Kienzler, Kurtz, Naeem, Nikopour, Thai, Torres, Vanderhook
- Members Absent:
- Officers Present: Allen, Collins, Fehrn, Martin, Petersen, 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** (Borjas-m/Torres-s) The agenda was approved as presented by unanimous consent.
- APPROVAL OF MINUTES** (Aguilar-m/Torres-s) The minutes from the 9/26/2018 meeting of the Board of Trustees was approved as presented by unanimous consent.
- PUBLIC SPEAKERS** None
- Duncan shared that there will be a 2:15pm Time Certain.
- REPORTS**
- a. **Chair** Duncan reported that he is working with Evans and the Facilities Committee in gathering information on adding Solar Panels for the TSU and SRC facilities. Getting quotes for an aesthetic renovation for the food court. Pieology is moving along with just a few minor issues. Working on an off-campus BOT event, more information will be provided.
 - b. **Vice Chair for Facilities** Evans shared BOT flyers should be done next week. Club office space applications are still open, closing on 10/19. Shared working on the solar panel project. Gil is working on a project aimed at reducing the use of plastics in the TSU/SRC.
 - c. **Vice Chair for Operations** Kurtz shared office hours have changed to Monday from 11:30am-12:30pm. Ops working on a survey to see what programs and projects students would like. Student art show next week, will be evaluating which piece we will want to purchase for the TSU. Assessing current programs at the Titan Student Centers (TSU/SRC).

- d. Associate Executive Director** Allen provided a written report, which is an attachment to the minutes.
- TSU
- Room space in the TSU has been at capacity with meetings and events.
 - Titan Bowling and Billiards looking into filling a temporary position.
- Marketing:
- Marketing submitted 42 projects to ACUI Region 1 as part of a competition.
 - They also submitted an education project for the upcoming conference, and if selected, two student designers will have the opportunity to present their work at the conference.
 - New artwork/campaign from Marketing, "Did You Know..." centers around educating the community about the Children's Center, UCC space/reservations, Scholarships, etc.
 - The most current ASI podcast, Fully Informed has been released. This week ASI VP, Ana Aldazabal is the guest. Please keep listening and share the info.
- Leader & Program Development
- Farmers Market successful
 - ASIP/TTF events, there are a number of events coming up.
- Administration
- Scholarships are closed and over 400 applications submitted. Thanked those who distributed flyers and promoted.
- Events Calendar – refer to attached
- a. ASI Board of Directors Chair** Torres reported update from BOD
- Passed revisions to ASI Articles of Incorporation, fun fact, corporation's name was changed officially to Associated Students Incorporated, California State University, Fullerton.
 - Governance Committee meeting is canceled for Thursday. Committee members will be going to the Children's Center to volunteer.
 - Finance will have a contingency request on the Board's Consent Calendar.
- b. ASI President's Rep.** Borjas provided a written report, which is an attachment to the minutes.
- The Exec Officer's report will be distributed, and he encouraged Trustees to review.
 - Borjas has been chosen to attend the GI 2025 summit next week. He will be attending with VP Eanes, and the Provost. Borjas reviewed the Chancellor's/CSU's goal that 75% of first time freshmen graduate in 4 years. At the summit they will discuss best practices, etc.
 - He distributed a sign-up sheet for volunteers to support the Faculty Voter Registration initiative on October 16th. He shared that Trustees are needed to work with Faculty to get students to register to vote.
 - He shared an overview of an upcoming Campus Relations project that will follow the November 1st Town Hall. Reaching out to 15 identified student groups. Trustees are needed to volunteer for the event.
 - Town Hall event, November 1st, organized by Chief Communications Officer, Kaetlyn Hernandez. Asking all BOT to sign-up and attend. Food will be provided at the event. Discussion will include goals and a Q&A from the student community.
- Chair's Report Continued** Duncan introduced Lionel Lawrence, ASI Director of Financial Services, to review a presentation on the budget process for ASI. The presentation is an attachment to the minutes.

Dr. Greco asked where the funds for the facility renovation are held. Lawrence shared funds are maintained by the campus for ASI. Greco asked about paying interest. Lawrence shared interest is earned through the investment.

Kurtz asked about the \$11 mil budget vs the actual \$8 mil available. Lawrence shared budget is at 8.3mil, requested 11.7 mil if full enrollment, budget is calling for \$8.3 million. Remaining funds will be moved to the maintenance and repair account. Kurtz asked about the diff between TSC Ops vs ASI Ops and the funding of those line items. Lawrence explained how positions such as the Admin, HR and Accounting. Cost accounting takes the positions that Associate Executive Director and Financial Services Dir are allocated between the two operating budgets.

Gil asked about the increasing costs due to minimum wage increase, and graduation initiative 2025 how these increasing costs will affect the budget. Lawrence shared that the budget is an estimate. The goal is to ensure that we don't over or under estimate. Ultimately we will need to do research to determine the impact of these rising costs. Scialdone shared that the GI 2025 issue is something that the Chancellor will be looking into and the financial impact to campuses due to the dip in enrollment, and for now it is unknown. More information will be provided.

Kurtz asked what economic impact the minimum wage increase would have on HEPI. Lawrence shared that he is not an economist, however it is likely that rates will rise and there will be some impact.

Evans asked about the total amount in reserves. Lawrence shared that he will provide the information in his next quarterly report.

Scialdone provided information regarding the HEPI index changes and shared that students can get more information about the index by searching online to review the historical increases the information that makes up the index. He shared that the minimum wage increase should have a small impact.

TIME CERTAIN

Dr. Brady Heiner, Director for Project Rebound provided a PowerPoint presentation which is an attachment to the minutes. Dr. Heiner provided an overview of the program.

- Goal is to transform prisoners into scholars and civic agents.
- Introduced Kwan a student scholar to share an overview of his background.
- Romarilyn Ralston, Program Coordinator, provided an overview of how the program works.
 - Resources provided in the areas of Admissions and Financial Aid
 - Textbook Stipends, Meal Support (monthly support)
 - Mentorship, Advising & Advocacy
 - Civic Engagement
 - Housing support
 - 4 graduates, 1 pending fall, and additional 6 in spring for a total of 11 graduates.
 - Students encouraged to be ambassadors for the program.
 - Building community with the students and their families. Peer to peer mentoring.
 - John Irwin Memorial House – six beds available for students. Currently three students in residence. Additionally, the program offers a housing scholarship.
 - Danny, a junior student scholar shared an overview of his experience with Project Rebound.

Dr. Heiner shared that for many students it can be overwhelming to arrive on a campus of this size. Danny is one of many examples of what the project does to build community

and pathways for student success. He shared that CSUF is believed to be one of the first to provide housing for formerly incarcerated students.

Provided an overview of the GPA statistics for the students and the program overall. He shared that when you meet a student's basic needs, their aptitude to excel is higher. Review of the Recidivism Rate, which is the rate at which people who are released from prison, return to prison. In the State the rate is 64%. Project Rebound students 3%, based on the two years of the programs. Demand for the program is growing, started with 4 and now at 25, with additional students in the evaluation phase.

Dr. Heiner provided an overview of the diversity and demographics of the student population in the program. Most are first generation college students.

Gil shared the program sounds great. He asked if the program includes efforts to advise students on graduate level courses. Dr. Heiner shared reintegration is a large part of the program. Students are required to use the resources available on campus, career development, academic advising, workshops etc. Great relationship with McNair scholarship program. Working to develop a relationship with Titan Scholars.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

**ANNOUNCEMENTS/MEMBER
S' PRIVILEGES**

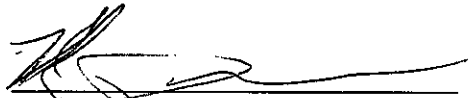
Borjas shared that Environmental Sustainability Commission is working on a campaign to build awareness of recycling, stop using one-time plastics, etc.

Martin encouraged the BOT to participate in the Ambassador program to allow future student leaders shadow and learn more about the positions in ASI and the Board of Trustees.

Naeem asked how to sign up. Borjas, asked that students email the CCO or ASI President for more info.

ADJOURNMENT

Duncan adjourned the meeting at 2:39 p.m.



Riley Duncan, TSC Board of Trustees Chair



Susan Collins, Recording Secretary



CALIFORNIA STATE UNIVERSITY
FULLERTON



PROJECT REBOUND

Supporting the higher education and successful reintegration of the formerly incarcerated

Brady Heiner, Ph.D.
Associate Professor of Philosophy
Director of Project Rebound

Romarilyn Ralston, MLA
Program Coordinator of Project Rebound

Transforming Prisoners into Scholars and Civic Agents

What we do



How we do it



Admission and Financial Aid Assistance



Textbook Stipends & Meal Support



Mentorship, Advising, & Advocacy



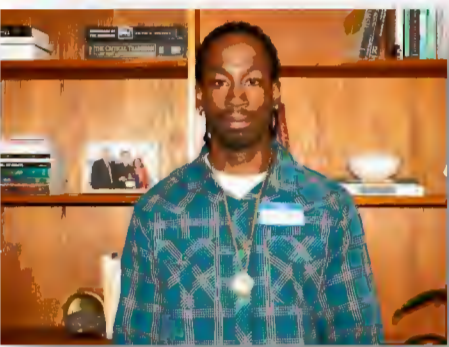
Civic Engagement

Building Community

How we do it



The John Irwin Memorial House



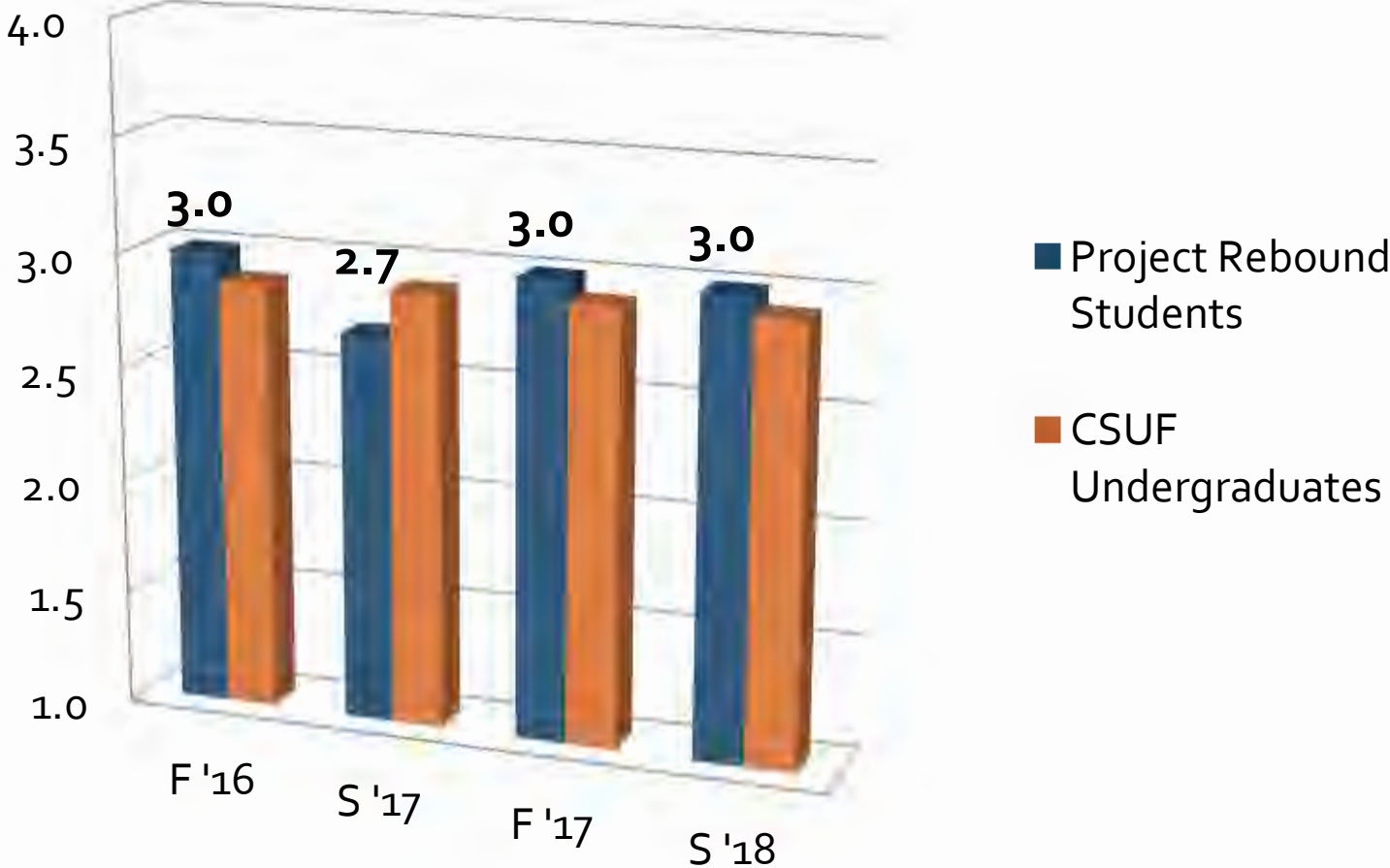
The first
collegiate
reentry
housing
initiative in
the nation



Measuring our success



Grade Point Average



Recidivism Rate

Measuring
our success



3%

**Project Rebound
students**

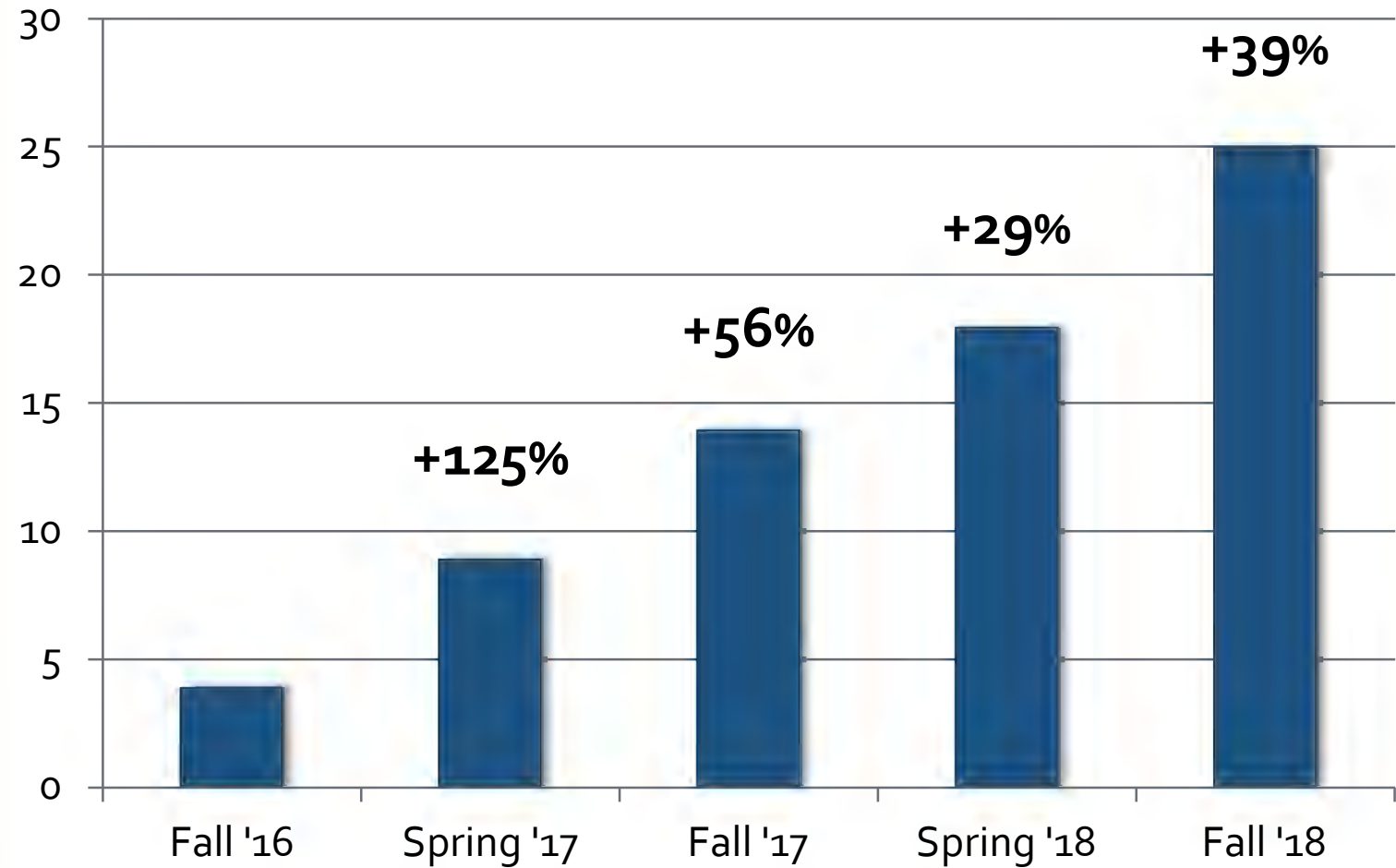
64%

State of California

The demand
for our
program is
growing!



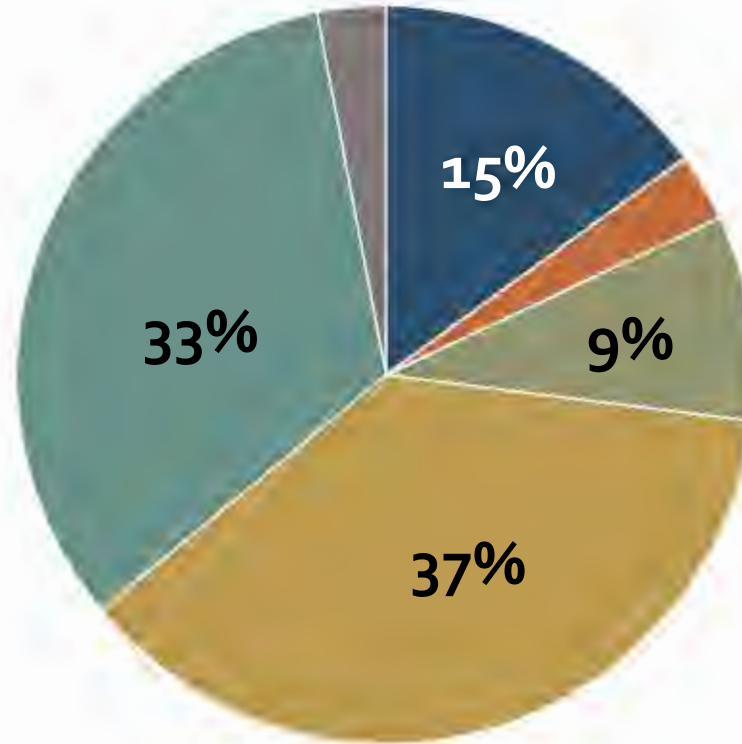
Total Number of Enrolled Students



Who are our students?

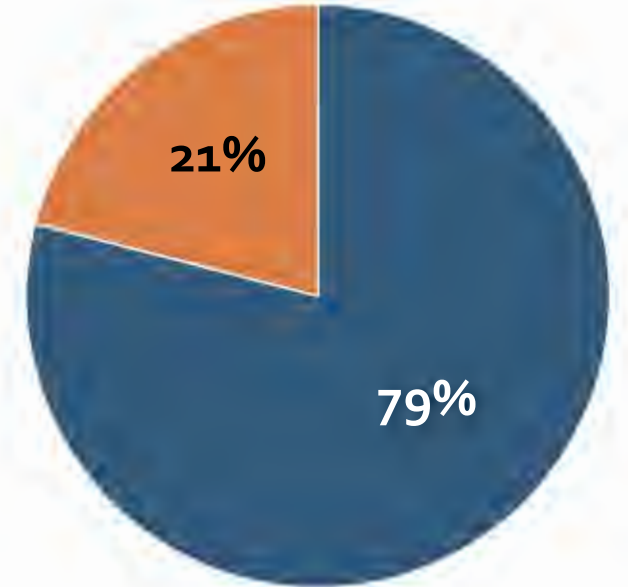


Race/Ethnicity



- African American
- American Indian
- Asian
- Hispanic
- White
- Other

Gender

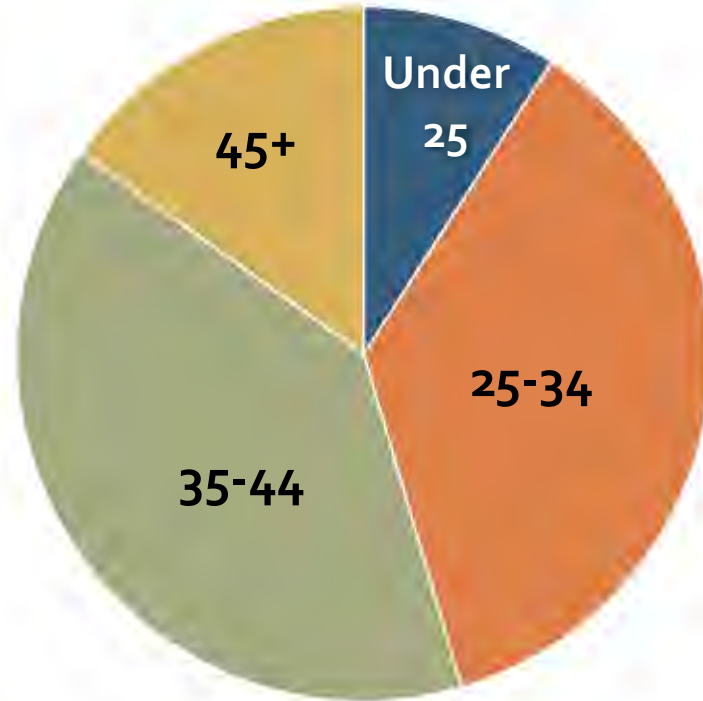


- Male
- Female

Who are our students?



Age



First-generation college students

58%

Parents of youth

36%

Veterans

6%

The CSU Project Rebound Consortium





Producing California
State University
graduates

Reducing recidivism

Building stronger,
safer communities




KEYA ALLEN - FALL REPORT

Associate Executive Director, ASI

October 9, 2018



Titan Student Centers

- TSU full with reservations in all rooms
 - TBB temporary position to be filled
 - Democratic private event completed
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

Marketing and Communications

- Marketing - We submitted 42 ASI marketing & design projects to the ACUI Region I Steal This Idea Competition. Submissions included everything from the website and podcast to event handbills and posters. Winners will be announced prior to the November conference in San Diego.
- Marketing submitted an education session for presentation at ACUI Region I. If selected, two student designers from the department will present on how the Marketing & Design Department collaborates with ASI student leaders to plan and execute major marketing campaigns.
- You will be seeing new artwork and marketing materials for an ASI “Did You Know?” campaign. This will highlight services that ASI provides that students may not be aware of including childcare at the Children’s Center, UCC space reservations, scholarships, items available for checkout at the Info Desk, and more!
- Episode 4 of Fully Informed releases today. This week’s guest is ASI Vice President Ana Aldazabal.

Leader & Program Development

- Successful Farmers Market
- Continuing scheduled events

Administration Update

Scholarships:

Over 230 applicants for ASI Scholarships. October 9th is the last day to submit an application by 5:00 pm.

Events Calendar

Event	Date	Time	Location
ASI Town Hall	November 1, 2018	TBD	Grand Staircase
Mobile Food Pantry	November 2018	TBD	TSU - Quad





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 the Operations Board of the BOT will review Capital Request Items to be approved the BOT
- February the Operations Board of the BOT will review the 2019-2020 TSC Annual Budget request to be approved by the BOT

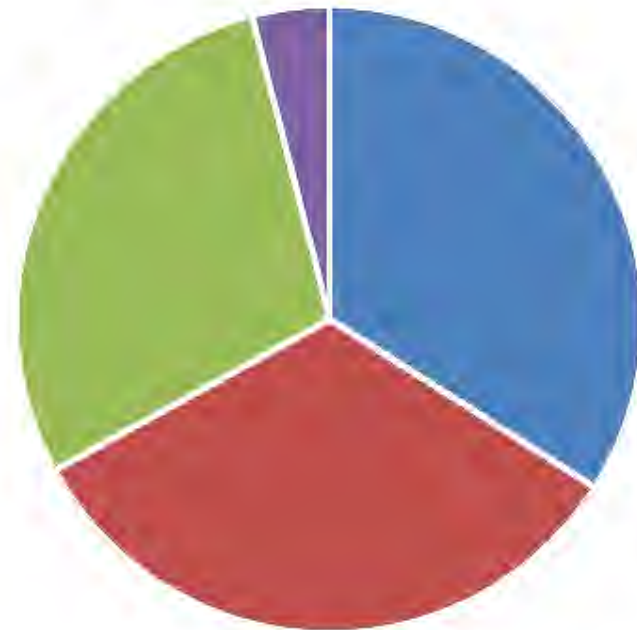
How Do We Calculate Revenue

- 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 \$78.12 (ASI fee) per semester
40,000 students x \$141.45 (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.

2018-2019 ASI Budget Breakdown

- ASI Fee for 2018-2019 is \$78.12
- Projection of \$6,262,923.00
- Operations 34%
- Programming/ Funded Orgs 33%
- Athletics 29%
- Governance 4%

2018-2019
ASI Fee Breakdown

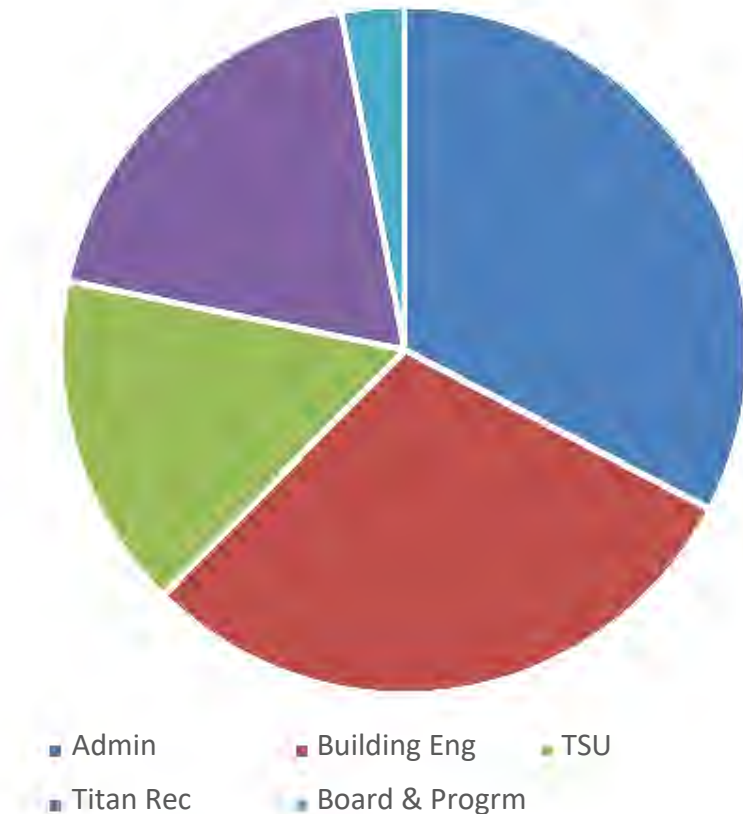


■ Operations ■ Prog/ Fund Orgs
■ Athletics ■ Governance

2018-2019 TSC Budget Breakdown

- TSC Fee for 2018-2019 is \$141.45
- Projection of \$11,754,473
- Admin/Operations 33%
- Building Engineering 30%
- Titan Recreation 19%
- Titan Student Union 16%
- Board & Programming 3%

2018-2019 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
- IT: PC Replacements, Software, Network UP Batteries
- Total \$840,628

2018 Main Level Projects

- Paint Interior & Exterior of TSU
- Carpet & Door Replacement
- Seating for Food Court
- Wall Texture Removal
- Wayfinder Kiosks
- Total \$748,400

TSC Projects

- 2017-2018 Total of \$1,589,028 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