

**MEETING MINUTES
December 12, 2018**

CALL TO ORDER	Riley Duncan, TSC Board of Trustees Chair, called the meeting to order at 1:32 p.m.
ROLL CALL	<p><u>Members Present:</u> Aguilar, Barillas, Borjas, Budisantoso, Duncan, Evans, Gil, Greco, Harris, Kienzler, Kurtz, Naeem, Nikopour, Thai, Vanderhook</p> <p><u>Members Absent:</u> Torres</p> <p><u>Officers Present:</u> Allen, Collins, Fehr, Martin, Petersen, 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	(Kurtz-m/Borjas-s) The agenda was approved as presented by unanimous consent.
APPROVAL OF MINUTES	(Naeem-m/Aguilar-s) The minutes from the 11/28/2018 meeting of the Board of Trustees were approved as presented by unanimous consent.
PUBLIC SPEAKERS	None
REPORTS	
a. Chair	<p>Duncan provided a PowerPoint presentation highlighting activities over the semester. The presentation is an attachment to the minutes.</p> <p>The report highlights are as follows:</p> <ul style="list-style-type: none">• Accomplishments – most of the work done this semester was behind the scenes. Great opportunities for the board. Focus on 3-5 programs to work on for the year. Hoping to accomplish what we set out to do.<ul style="list-style-type: none">○ Space Allocations○ Capital Requests○ Outdoor Adventure○ ACUI○ Programs Survey○ Foundation for the future• Winter – meeting with each trustee to evaluate successes and areas for improvement.<ul style="list-style-type: none">○ Survey question planning○ Bonding event – weekend of Jan 19th potential○ Strategizing for the next semester

- Operational changes
- Projects
- Spring 2019
 - Pieology opening first day of spring semester
 - Possible SRC projects
 - Possible TSU projects
 - TSU upstairs renovations
 - Campus wide survey
 - NIRSA

b. Vice Chair for Facilities

Evans shared updates from the Committee:

- Tote bags are in and will be passed out at tabling events next year.
- Review for the year:
 - Evaluated environmental efforts: ASI did a good job promoting sustainability
 - Discussed projects in TSU and SRC
 - Marketing efforts from Autumn
 - IM Championship plaque hoping to post in SRC soon
- Looking forward to the retreat
- Thank you to everyone on the facilities committee and Autumn Vanderhook for her work.
- Shout out to Jeff Fehr for the support.
- I hope everyone has a great break!

c. Vice Chair for Operations

Kurtz shared an Operations Committee Fall 18' recap:

- Passed the Titan outdoor recreation program
- Programming survey: Over 200 responses, the highest were: Self-defense, Yoga and Smoothies, Eating healthy on a college budget, Mental Health and Stress Management Awareness (thanks to Wendy for her support and work on this project).
- Started assessment of programs and services
 - DIY, drop in fitness/ F45, titan bowling and billiards, TSC fees; will continue next semester
 - Ticket sales at the Information and Service desk
- Evaluated student art and picked a finalist
- Thanked the Exec Team for the roundtable events – thought they were a good way to reach out to the students and campus community.

d. Associate Executive Director

Allen provided the following report:

- Excellent job this semester, it has been challenging and exciting. This is the first time on the board for many, and everyone has handled the various situations wonderfully.
- Cards and gifts were distributed from Edwards and Allen as a thank-you.
- Happening at ASI BOD – passed some bylaw revisions that have been posted online for review.
- Employment search for open positions are ongoing. Interviews will happen at the end of January for the Children's Center Director, also, the search process is beginning for the HR coordinator and Marketing Coordinator positions.
 - Allen provided an overview of the open forum process and encouraged students to participate.
- Congrats to Scott Martin who is expecting a new baby, his last day is on the 21st. We will be working shorthanded, but Allen and Fehr will be around downstairs to help marketing as needed. Martin will be back in February on a part-time basis.

a. **ASI Board of Directors Chair** No Report.

b. **ASI President's Rep.**

Borjas provided a written report which is an attachment to the minutes.

- Thanked everyone for attending the roundtables, and encouraged leaders to stay engaged. Several campuses are looking to mimic these projects.
- Looking to pull out highlights to present to the campus President and VP, also to Student Affairs Leadership Team (SALT).
- Opportunities – CHESS will be in March. CSU campuses send student representatives to Sacramento to Lobby on our behalf. You do not need to know anything about politics in order to go. Shared an example of the efforts made when lobbying for the Tuition/budget. Applications are open Jan 18th. Collins will send the information out.
- CSSA spring sessions – reach out to the CGO/TSC Chair if interested.
- Winter training – stressed that everyone should attend. Last time everyone gets to be together as student leaders for the 2018-2019 academic year. Remain focused on things you want to see happen this year.
- Provost/VP for Academic Affairs position will be open starting January 1st, Dr. Pam Oliver is serving as term Provost. The Provost/VPAA position will not be filled until the permanent university president is declared.
- See everyone in spring!

Duncan asked for more information on CSSA. Borjas, think of it like big ASI for all ASI's. Students come together to advocate for all campuses. Engage with other ASI presidents. Every month hosted on a CSU campus, January should be in San Diego.

Greco stated it's important to have a permanent president, asked if Borjas is on the search committee, and for a progress update. Borjas said it is confidential, and gave example of how the process works. For progress, only certain things are allowed to be shared. National wide search, purpose of committee is to select top representatives. Greco asked if we could have a President by the end of academic year. Borjas confirmed.

TIME CERTAIN

Tony Lynch, ASC Director, Campus Dining provided a presentation highlighting updates on the various food service projects in the Titan Student Union. The report is an attachment to the minutes.

- Pieology – State Fire Marshall approval completed. Expect signage installation this week. Soft opening week of January 7th. Official opening January 22nd. Shared the Team has worked diligently and cohesively to complete the project. He provided photos of Pieology's progress.
- Roscoe's – a complete set of drawings from the architect have been received. They are currently being reviewed by the Roscoe's owners. Next step feedback and corrections will be made and submit the drawings to the State. Plan to open fall 2019.

Kurtz asked when the Roscoe's owners plan to provide feedback. Lynch shared he's been in contact and will get them reviewed as soon as possible. They're a great team to work with, but corporations typically have a longer process. Everything has been going great, rest assured working on projects is progressing. Kurtz asked if the goal is to have it done by the 12/28. Lynch shared the plan is to get the feedback as soon as possible.

Evans asked when they plan to take over the space for Roscoe's. Lynch shared they're working closely with Allen's team, as soon as drawings are approved they will start moving forward. They do not want to take away space from the students until they are

ready to begin demolition, since that will be the first step. When it comes to pushing the projects forward, it's important to maintain the same process that made the other projects successful. Evans asked the likelihood of it happening this spring semester. Lynch shared probably not until fall.

Borjas asked about student employment, who would be the point of contacts. Lynch shared Christina Martinez is in charge of hiring. They have already hired 20-30 students for Pieology. Over 300 students work for ASC, and they will continue hiring and creating opportunities. When looking for employees, they always consider students first.

Scialdone asked about earlier concerns regarding the budget for Roscoe's. Lynch shared that they've scaled back the space from the original plans, and are focusing on the space they just spoke about. The general contractor will do more of a time and materials budget, but cannot accurately give a number unless he receives full drawings. The space downstairs was built as part of the original building in 1976, the space has been used and changed but no good drawings have been maintained. Costs for this is unknown. They feel pretty comfortable with the present budget.

Kurtz asked if the drawings have to go to the state. Lynch confirmed and shared, once they're completed someone will deal directly with Sacramento on their behalf. However, there is no telling how many times the drawings will go back and forth.

Kurtz asked when the liquor license would end. Lynch shared he has been paying for the license all along to keep it current.

Allen asked regarding Pieology, how many are there on college campuses and about the buzzer system. Lynch shared this is the first Pieology in the U.S. on a college campus. They dealt directly with the Pieology owners. LRS pagers will be used – when you go through to order your pizza, the pager system will allow you to go anywhere in the TSU and get paged when your pizza is ready. They are working with IT to make sure the signal is strong enough. They will also use Tapingo if you want to order online.

Evans asked about seating for Roscoe's. Lynch shared they will not have a lot of seating. The bar will have about 12-13 stools. More of the seating will be geared towards the patio area. The max amount of seats required will be given. However if you consume alcohol, you would have to remain in the designated areas.

UNFINISHED BUSINESS

None

NEW BUSINESS

Discussion: Programming Survey

Duncan shared an overview of the programming survey and gave examples of potential topics to consider for the survey.

Borjas asked for some clarification about the survey. Duncan shared there will be a campus wide survey for the SRC and one for the TSU. Allen further shared that they are working with Educational Benchmarking Institute to develop two comprehensive surveys that include 50 questions. Of the 50, there are 20 unique questions that can be developed for each area. The remaining questions are prepopulated (i.e., how often you visit the building, and demographics questions, etc.) The process will provide the ability to monitor feedback and responses. The 20 questions can be unique to CSUF/ASI.

Borjas asked for confirmation that the title will be programming survey. Allen confirmed.

Evans asked to see the standard questions. Allen shared that the survey would need to be purchased to see the questions. Once purchased, there would be a short window of time to prepare and distribute the survey. The survey will also be benchmarked with other universities of the same size and population, such as University of Maryland, Florida, etc. Evans asked about the purchase date/timeframe. Allen shared they are working toward spring semester.

Kienzler asked how many schools are participating in the survey. Allen said from her experience there are generally 8-12 schools across the country. Kienzler asked if ASI has done the survey before. Allen shared that she does not believe ASI has participated in the past, and shared that she has used the survey at other campuses.

Greco asked if there are faculty questions. Allen confirmed and shared a few examples of what might be included. Greco asked if faculty is given the opportunity to complete the survey. Allen clarified that the survey is for students. Greco asked for clarification. Allen stated they are trying to focus on the primary student community, however they can consider including faculty.

Evans suggested asking students if they own a gym membership outside of the SRC, and also question to determine if students are aware of the TSCBOT and their role in overseeing the TSU and SRC.

Thai asked about the length of the survey and total number of questions. Allen shared it is about 15 minutes and usually 50 questions. Typically there is an incentive for completing the survey. The last time she did the survey there were 4,000 survey responses. Thai asked if there are controls for submissions. Allen confirmed, students have to enter their CWID.

Aguilar suggested asking students what they think is missing from CSUF/TSU, and which program/service they utilize most or is their favorite.

Kurtz suggested asking about operating hours for both buildings, and when do students use services and/or their preferred times, etc.

Vanderhook had 3 potential questions to ask: 1. How often do you rent areas in the SRC/TSU? 2. How often do you use the full patio? 3. Are the promotional televisions in the TSU and SRC distracting to your studies?

Gil echoed what Greco said about reaching out to the faculty and staff. He shared they see the back part of the buildings and it's important to reach out to them. Shared the following question for the survey: Of the current intramural leagues, which do you enjoy the most/which would you like to see in the future?

Nikopour suggested asking, Do students know we have an SRC and TSU? Do students use the facilities we have available?

Borjas suggested using a 4-point Likert scale regarding the buildings.

Allen shared the 20 unique questions can be developed into a Likert scale or open ended style.

Vanderhook suggested including more options based on Gill's question.

Thai suggested asking students if they know their tuition/fees covers their SRC membership.

Evans asked if they can incorporate questions regarding living in housing and if students use the facilities more, and if they still use the services once they move out of housing.

Nikopour shared there can be a follow-up question asking students why they have another gym membership outside of the SRC.

Kurtz shared that he agreed with Greco's idea to include more of the campus community and possibly and local community. Duncan responded that the goal is to reach the student community as primary users.

Borjas asked if there are any metrics of the percentage of people who engage in general services. Allen said SRC has statistics.

Vanderhook asked if the survey is being distributed on the Titan Link. Duncan shared the survey will be sent to campus emails.

Greco asked when the final product would be ready. Allen shared as soon as campus approves the request to send to student emails, the next step will be to contact the survey company and prepare the draft survey. They generally ask for the 20 unique questions to begin populating. The company will also give a distribution guideline.

Greco asked when the survey would be finished and when would feedback come to the BOT for potential actions. Allen shared the survey is generally out for about 2-3 weeks. Duncan shared his goal is to get it out by the beginning of next semester.

Thai asked if there's ever been a survey like this sent out to faculty and staff. Allen shared in her years of being here, it has never happened. Thai asked if it's in their jurisdiction to distribute a survey of their satisfaction of the faculty. Greco indicated that it would be a good marketing tool to reach out to the faculty as they are users the services and facilities. He believes it is within their jurisdiction and thinks faculty would love to participate. Thai shared she thinks it's a good idea for a future consideration.

Kienzler asked if a question can be added regarding resources available to student organizations. Additionally, she suggested Student Life and Leadership could send the survey link via Titan link. Allen shared from past experience there are restrictions on how the survey is distributed. They are working with campus IT to clarify.

Pham exited the meeting at 2:47 p.m.

Peterson said admin and finance does a survey in April of each year to all campus community. He said it is very strict because they compare to other institutions. Open-ended questions are attempted, but the richest data comes from open ended question at the end of the survey. He suggested considering this as an option as it is helpful and provides rich information.

Riley thanked everyone for the discussion and participating.

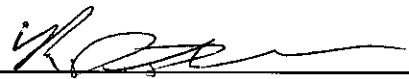
ANNOUNCEMENTS/MEMBERS' PRIVILEGES

Budisantoso provided information regarding the graduating senior award, and shared that the application is open on the Alumni website. She urged students to nominate people as the applications opened up two months earlier than normal.

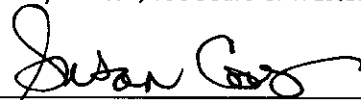
Thai wished everyone good luck on their finals and thanked Allen and Edwards for the gifts.

ADJOURNMENT

Duncan adjourned the meeting at 2:50 p.m.



Riley Duncan, TSC Board of Trustees Chair



Susan Collins, Recording Secretary



CSU Fullerton Auxiliary Services Corporation

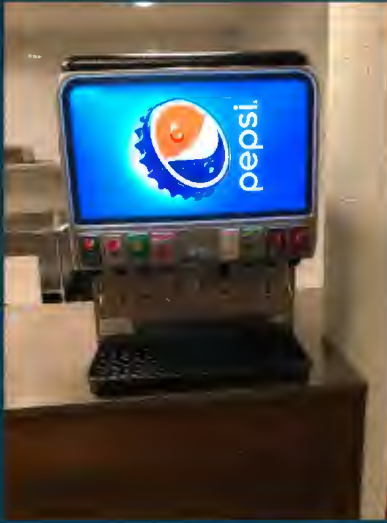
Tony Lynch, Division Director

PIEOLOGY



- Office of State Fire Marshal visit in Sacramento to get approval for fire suppression drawings 12/4/18
- Fire Marshal suppression testing 12/7/18
- Signage installation 12/14/18
- EHS final inspection 12/21/18
- Operations and training 1/7/19
- Opening 1/22/19

PIEOLOGY



ROSCOE'S



- Project Design completed and first set of Construction Drawings Completed 11/30/18
- Currently reviewing first draft from architect for mechanical, electrical and plumbing drawings and soliciting feedback from Chief Building Engineer, Roscoe's owners (Nick & Jack), and General Contractor 12/28/18
- Next step - once received complete feedback changes will be made to CD set and meeting scheduled with campus Chief Inspector Ted Nakasuji
- GC bidding contract. Work to commence shortly thereafter.
- Opening would be late Fall 2019

ROSCOE'S DESIGN

ROSCOE'S



QUESTIONS?



CALIFORNIA STATE UNIVERSITY
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Fall 2018 Wrap-Up

December 12, 2018

Accomplishments

- Space allocations
- Capital requests
- Outdoor Adventure
- ACUI
- Programs Survey
- Foundation for the future

Winter

- Survey question planning
- Bonding event
- Strategizing for next semester
 - Operational changes
 - Projects



Spring 2019

- Pieology opens!!
- Possible SRC projects
- Possible TSU projects
 - Food court
 - Printers
- TSU upstairs renovation
- Campus-wide survey
- NIRSA
- ACUI National





CALIFORNIA STATE UNIVERSITY, FULLERTON

Executive Officers Board Report December 11, 2018

**ASI PRESIDENT
JOSHUA BORJAS**

Hey All,

Student Employees

I met with Chris Reyes, from HRDI, to go over areas for student employees concerns. At this time we are finding specific answers to what student leadership positions are classified under at university payroll. We are also looking into other CSU's to model this area of campus after, like Cal Polly Pomona. In general, I think advocacy in this area to ensure student employees are treated well and have a formal way to self-advocate. If this area of campus is interesting, please reach out!

Provost

If you all were aware, the current Vice President from Academic Affairs, Provost Miller, stepped down from the position. From what I heard, Dr. Pam Oliver is now the sitting provost. Dr. Oliver is a fantastic administrator and will serve the campus well. I felt all of you should know as this is a major shift in leadership in the university.

SFAC

We had the health fees reviewed this quarter and from what we can gather is that we are looking to increase the fee to appropriately fund the need for our campus. From the information provided, we are in proper use of the fee and as it stands it is being utilized very conservatively. An interesting fact that I did not know, but on is able to use all health centers at every CSU.

As always, please let me know if you have any questions!

**ASI VICE PRESIDENT
ANA ALDAZABAL**

Hi everyone, we're almost done! I hope you all are sleeping and studying as finals approach! Below are my BOD reports.

Meeting with Drew:

- Josh and I met with Drew and discussed the winter retreat as well as future trainings for student leaders. This included implementing more identity development and social justice training.

Meeting with Christina Kim:

- I met with Christina Kim, who is the Chief of Operations for the Office of the Vice President for Student Affairs. We had a great discussion and we talked about how her office can help with some of the resolutions I am working on.

SFAC Meeting:

- I attended the 2nd SFAC meeting of the semester. The directors of the Health Center gave a presentation on how our current fees are not sufficient to serve a campus our size and our needs. It was a very information presentation that the SFAC members will consider.
- An issue I brought up was why the distribution of student fees don't seem to be equitably distributed, I plan on attending office hours to learn more about how to change this.
- This can only be changed through a referendum in about two years. If any of you are interested in learning more about this please reach out to me, Josh, or Tristan.

TDRC 5th Birthday Planning

- I attended the 3rd planning meeting of the semester for the Titan Dreamers Resource Center.

APIDA Council Meeting

- Last week Tristan, Josh, and I met with Jacob Chacko to discuss a creation of a new council to serve APIDA student organizations.

Executive Senate

- I will be scheduling meetings soon with Maisune to plan next semester's executive senate dates and speakers.

Roundtables

I will reach out to students who were part of the groups I led to follow up about notes and solutions regarding the roundtables we attended.

Special Projects

- I plan on working on resolutions for scholarships, CSSA resolutions with Meghan, and a resolution to institutionalize diversity, inclusion, and equity tactics for ASI over the break!

Productions

- All Night Study will have massage therapists and breakfast food! This will be on the 10th (yesterday) and 17th starting at 8pm!

I hope you all have a great winter break!

ASI CHIEF COMMUNICATIONS OFFICER KAETLYN HERNANDEZ

No report.

ASI CHIEF CAMPUS RELATIONS OFFICER REBECCA HESGARD

Congratulations BOD members on making it to Week 15 of this semester and over halfway into your terms! Last week for me looked as follows:

- **Speaker's Lecture Series** - Attended the pre-main event gathering with Meghan, Tristan, and the three Lobby Corps Coordinators to meet Speaker of the Assembly Anthony Rendon
- **Final Roundtables** - Finished off this new program strong with three roundtables last Thursday; we will be reaching out to the ASI representatives that attended to help round out the notes the team leads took and we will provide you all with the information in a report at the beginning of next year; thank you all again for supporting this initiative!
- **Fee Committees** - Went with Josh to meet with Yessica De La Torre and Ricardo Pitones over in Student Affairs to clean up student appointment process for fee committees and current student member concerns
- **Planning, Resource and Budget Committee** - First meeting since October so there was a lot to cover: everything from the fiscal state of the university from VP Kim, to hearing more about how the 15 unit campaign is intending to help achieve our GI 2025/Strategic Plan goals but may negatively impact course availability from AVP Darren Bush, and more
- **TSC Operation Committee** - Discussed results of a survey created to assess needs in the TSC; heard an information item regarding TSU/SRC fees which will be revisited in the spring; learned more about Titan Bowl & Billiards and the programs run out of the area

For our student leaders, I hope you are managing your stress levels and studying habits moving towards finals (sorry for the reminder), but we can all get through this! Arunav, congratulations on graduating and I wish you the best of luck for whatever comes next for you. For all BOD members, I hope you all have a wonderful holiday season and winter break in general and I'll see many of you next year!

ASI CHIEF GOVERNMENTAL OFFICER MEGHAN WAYMIRE

No report.