



**MEETING MINUTES  
March 27, 2019**

<b>CALL TO ORDER</b>	Riley Duncan, TSC Board of Trustees Chair, called the meeting to order at 1:34 p.m.
<b>ROLL CALL</b>	<p><u>Members Present:</u> Aguilar, Ansari, Barillas, Duncan, Evans, Gil, Greco, Kienzler, Kurtz, Naz, Nikopour, Torres, Vanderhook, Wilks</p> <p><u>Members Absent:</u> Barot**, Budisantoso (E)</p> <p><u>Officers Present:</u> Allen, Collins, Martin, Petersen, Scialdone, Tapper</p> <p><u>Officers absent:</u> Fehr (E)</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>
<b>EXCUSALS</b>	Duncan asked for a motion and second to excuse Budisantoso due to GradFest, Fehr is at a conference, Barot and Scialdone will need to leave the meeting early. (Torres-m/Ansari-s) Absences were excused by unanimous consent.
<b>APPROVAL OF AGENDA</b>	(Aguilar-m/Torres-s) The agenda was approved as presented by unanimous consent.
<b>APPROVAL OF MINUTES</b>	(Aguilar-m/Ansari-s) The minutes from the 02/27/2019 and 03/13/2019 meetings of the TSC Board of Trustees were approved as presented. There were no objections.
<b>PUBLIC SPEAKERS</b>	None
<b>REPORTS</b>	
<b>a. Chair</b>	<p>Duncan reported</p> <ul style="list-style-type: none"><li>• Returned from ACUI in Indianapolis IN. Attended different sessions, gained insight. Attended Risk Management session and a financial oriented session. Summary will be provided.</li><li>• Talking about Strategic Plan process today, the first meeting of the SP Working Group was held last week.</li></ul>
<b>b. Vice Chair for Facilities</b>	<p>Evans shared from the Facilities Committee:</p> <ul style="list-style-type: none"><li>• Great time at ACUI, one session relevant to TSC, University of Arkansas, redid their center space, attended a session from the NCAA where they shared information about student athletes and demographic information regarding those students. Talked about ways to incorporate student athletes into ASI.</li><li>• Club Office Space application grading due today at 5:00pm.</li></ul>

- 4/10 big meeting for Facilities, few action items coming, please attend.

**c. Vice Chair for Operations**

Kurtz shared from the Operations Committee:

- Returned last night from ACUI. Learned a lot, good experience, interacted with other schools. Attended UC Berkeley session where they talked about their \$222mil expansion/renovation. Next step for Berkeley looking at what they did that they wish they had done differently. Attended Fundraising Session, found it interesting how anything can be a reason to fundraise. Great Conference.
- Last couple of weeks will be packed: Reviewing F45 program, eSports, and Outdoor Adventure programs. Purchase of student art for the TSU.

**d. Associate Executive Director**

Allen reported:

- Finished Elections – congratulations to all candidates from Exec Office, BOD and BOT. Transition process will begin after spring break. Wiley will be sending information out soon on preparing transition binders.
- Budget approved at ASI Board of Directors yesterday, 3/26/2019.
- BOD approved Scholarship for Formerly Incarcerated Students. There will be 12 scholarships in the amount of \$1,000.
- TSU/SRC Survey, ends April 8, 2019. Students are receiving weekly reminders. Approximate response is 10% for SRC and a little over 10% for TSU.

**e. ASI Board of Directors Chair**

Torres provided the following updates from the Board of Directors:

- Changes to Bylaws/Policy established SJEC and restructured BOD Operations, revised BOD leadership positions, for 2019-2020 the BOD leadership will include the Chair, a Vice Chair and a Treasurer/Secretary.
- Breakfast with the BODs. More info coming after the break.

**f. ASI President's Rep.**

Ansari reviewed the following from the Executive Officers:

- Fram Virjee is officially CSUF's 6<sup>th</sup> President.
- ASI Banquet is 4/26<sup>th</sup>, please RSVP before 4/12.
- Finalized Roundtables – handbills were distributed and are attached.
- Working on Transitions for Exec Officer positions. Know anyone interested, reach out to Ansari.

Duncan shared Friday, going to UCI to review eSports. Leaving CSUF at 9:00am, arrive at UCI around 9:30am.

Allen shared Governance is revising Bylaws, the meeting will be held tomorrow at 2:15pm. If interested in the proposed changes, come to the meeting.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Information: ASI Leadership Training Plan**

Duncan invited Drew Wiley, Director of Leader and Program Development to share information about the ASI Student Leadership Training Plan for 2019-2020.

Wiley provided an overview of the training and transition planning processes. The information is an attachment to the minutes.

Greco asked if the program is new for student leaders. Wiley shared it is an extension of the programs provided to student leaders. Greco asked if the plan outline of trainings was required for all students. Wiley clarified that the plan is a summary of all trainings, not all student leaders will attend every event. Greco asked about the Corporate Org Chart for ASI and if that can be shared with the Board.

Gil asked if there is any accountability built into the training plan and if there is a way to measure the success. Wiley shared assessment will be built into the training components. The plan is the approach that ASI will take for student leader training.

Wiley provided an overview of the Student Leader Transition Planning. The document is attached for reference.

Evans asked what is being done for Advisor transition. Wiley shared the Advisor Group meets regularly and there will be some work to ensure advisors have tools, skills, coaching, counseling and support to have resources to assist student leaders. If you have any suggestions, specifics, share with Wiley/Fehr to bring to the group.

Greco asked if the plan was approved and if it is in the budget. Wiley shared the program is part of Leader and Program Development's budget. He offered to share the information. Greco shared the online training is a great idea and is there a budget for the development and who would be developing the program. Wiley shared the process is being evaluated and working on the details.

Duncan paused New Business to move into the 2:15pm Time Certain.

#### **TIME CERTAIN**

Carol McDoniel, ASI Director of Administration, Michael Karg, Senior Director of Development for the College of Engineering and Computer Science, and Dr. W. Richard Laton, Associate Professor for the College of NSM provided a presentation on proposed enhancements to the Mammoth display in the TSU Pavilion. A copy of the presentation and information is attached to the minutes.

#### Highlights:

- McDoniel provided background and historical information regarding the Mammoth which was installed in 2017, located in the TSU Pavilion.
- Fossil was donated to CSUF and ASI/TSC agreed to house it.
- Previous BOT agreed to remove all plants and work with the College of ECS and NSM to consider the next phase of the exhibit.
- McDoniel invited Dr. Laton to speak to the Board.
- Dr. Laton shared information and images from additional items/fossils that have been offered to the University from the Gregg Family Foundation.
  - Donation offer for an 8-9 foot Cave Bear Fossil.
  - Suggested installing geologic time scale – this will bring in anthropology, art majors, geology, and paleontology.
  - Also looking to bring in large fish and turtle fossils.

Greco asked what the age of the Mammoth is. Laton shared approximately 12,000-15,000 years.

Vanderhook asked what the display cases would look like. Laton shared a potential overview and shared they would work with the art department and the BOT to determine.

Kurtz asked about the size of the fish and turtle. Laton gave an estimate, fish 30 feet length and the Cave Bear 8-9 feet tall.

Gil asked if there was an agreement for the fish and turtle. Laton shared it is up to CSUF to accept the donation or not. Michael Karg shared that he would be working on the project to accept the fossils once space is identified/allocated to house the items.

Evans asked if there was a chance to get a Saber-toothed tiger fossil. Laton shared he knows that Mr. Gregg has items in his collection, but they have not discussed bringing the items to campus on loan or otherwise.

Allen shared the Mammoth is popular for the TSU and campus. She shared concerns in adding too many other fossils, the space is a very busy rentable space. Allen shared there are some things we can do to enhance, but must balance with renting events.

Duncan asked if ASI would have to incur any cost on the installation. Laton shared the cave bear is assembled, no cost to put together and the thought would be to install it in the same enclosure as the Mammoth. The turtle may need to be suspended and other fossils will be taken care of by Dr. Laton. The fish would be the largest concern.

Kurtz thanked Dr. Laton for the presentation and the idea of expanding the exhibit.

Duncan asked McDoniel to explain what the BOT approved or agreed to in the mammoth proposal. McDoniel shared the Board basically accepted the mammoth. She further shared that there were verbal agreements to address the installation.

Duncan resumed New Business.

**Information: ASI Strategic Plan  
Working Group Members**

Duncan invited Carol McDoniel, Director of Administration to share information with the Board of Trustees about the ASI Strategic Plan Working Group SWOT survey and action plan.

McDoniel provided a presentation on the Strategic Plan Working Group. The presentation is an attachment to the minutes.

McDoniel invited Tapper to provide an overview of the SWOT analysis/info gathering process. Tapper provided an overview of the process to gather information regarding the strengths, weaknesses, opportunities and threats for ASI which will give a broad overview for the organization. The goal for the SWOT analysis is to gather broad overview of those big picture areas that are important for ASI to further develop.

ASI Employee Opinion survey distributed to our 300+ student staff to gather information to help us identify strengths and weaknesses for ASI. We will utilize survey data from all recent surveys to get feedback in developing the strategic plan. What does ASI do well and what can we do to improve.

Encouraged the Board to reach out to students and gather information to bring back to the SP Working Group. Doesn't have to be a formal survey to gather feedback, just talk to students/others. Friday April 12<sup>th</sup> looking to bring information to bring to the next SPWG meeting. Duncan reminded the Board that he and Vanderhook are the BOT representatives on the Strategic Plan Working Group.

Tapper urged the BOT to reach out to the Working Group members with any questions or suggestions.

Barot exited at 2:50pm

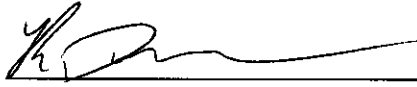
**ANNOUNCEMENTS/MEMBERS'  
PRIVILEGES**

Duncan reminded the Board that Friday will be the UCI tour, meet outside the TSU at 8:45am. Leaving on time.

Vanderhook asked about the cost for the cords/stole. Allen referred her to the Exec Office to talk to Kristyne Robles for more information.

**ADJOURNMENT**

Duncan adjourned the meeting at 2:58 p.m.



Riley Duncan, TSC Board of Trustees Chair



Susan Collins, Recording Secretary

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## **STUDENT LEADERSHIP TRAINING AND DEVELOPMENT PROGRAMS DRAFT-2019/2020 SCHOOL YEAR**

### **Student Government Orientation**

**April 26**

Topics:

- Get To Know Each Other (Ice Breakers)
- ASI and University Overview
- Position Orientation
- Schedule, Calendar, Timeline
- Transition
- General Q & A

### **Online Training Modules (tentative)**

#### **Via Titanium**

Topics:

- ASI Budget and Finances
- Resolutions and Proposals
- Bylaws and Policies
- Parliamentary procedure
- Fiduciary and Legal Responsibilities

### **Student Government Training**

**May 20 and 21**

Topics:

- University Overview (Dr. Oseguera)
- University Funding and Fees: The Color of Money (VP Kim)
- Shared Governance: Student Representatives and Liaisons (Dr. Oseguera)
- Speaking Truth To Power: Courageous Conversations (Dr. Reneau)
- Social Justice (Dr. Reneau or faculty)
- Diversity and Identity (Dr. Vigil)
- Introductions and Roundtables: CSUF President and Cabinet
  - o Small roundtable style where students will rotate around
- Introductions and Roundtables: Student Affairs Leadership Team
  - o Small roundtable style where students will rotate around
- Topical Sessions on Major Campus Initiatives (Various Presenters)
  - o Presented by campus partners and include activities and Q & A
    - CSUF Campus Physical Master Plan and Infrastructure
    - Campus Programs and Services
    - Campus Climate
    - Major/Strategic Initiatives
    - CSUF Strategic Plan Implementation

## **Student Government Training (Cont.)**

**May 20 and 21**

### Board of Directors Segment

- Engagement in the College (Assistant Deans)
- Advocacy On Campus
- Chair, Vice Chair, and Committee Overviews
- Outreach and Engagement with the Student Body

### Board of Trustees Segment

- In Depth Facility Reviews
- In Depth Program Overviews
- Effective program review and evaluation techniques
- Outreach and Engagement to Improve Programs and Services
- Chair, Vice Chair, and Committee Overviews

### Other Topics:

- ASI Overview
- Advising Structure and Approach
- Meetings and Parliamentary Procedure
- Ethics and Privilege
- Public Relations and Perception (Media/Press Relations)
- Effective Conflict Resolution
- ASI Budget and Finance (review)
- Fiduciary and Legal Responsibilities (review)
- Resolutions and Proposals (review)
- Bylaws and Policies (review)

## **Executive Officer Training**

**May 22 and 23**

### Topics:

- ASI Overview In Depth Discussion
- Corporate Operations and Policy (Admin, Finance, Human Resources)
- Review of Senior Staff Roles
- Advising In Depth
- Serving As An Officer: The Role of an Executive
- Who's Who On Campus (Dr. Oseguera)
  - o Organizational Charts (Campus Divisions)
- Diving Deeper into Campus Initiatives (Key Administrators)
  - o Deeper content discussions about important initiatives
- Q & A with CSUF President & VPSA
  - o More intimate roundtable to encourage engagement
- Q & A with Student Affairs Leadership Team
- More intimate roundtable to encourage engagement
- How To Deal With Stress and Conflict
- A Day In the Life of an Executive Officer
- Reviewing Roles and Responsibilities
- Effective Communication with various stakeholders
- Student Government Office Operations and Etiquette
- Team Building
- Budget Review
- ASI Operational and Facility Projects

**Programming, Commissions, and Elections Training  
May 28 and 29**

Topics:

- Understanding Your Team and Role
- Marketing and Promotions
- Running Successful Events and Campaigns
- Understanding and Using Your Budget
- Space, Facilities, and Set-Up Reservations
- Vision and Goal Brainstorming

**Student Leadership Retreat  
May 31 to June 1 (Overnight)**

Topics:

- Smaller Group Teambuilding
- Large Group Teambuilding
- Bonding Activities
- Statement of Purpose and Visioning
- Goal Setting
- Considering Expectations

**First Meetings:  
June 3**

Topics:

- Welcome and 'Inauguration'
- First TSC Board of Trustees Meeting
- First Board of Directors Meeting

**Programming, Commissions, and Elections Team Training  
Jun 4 and 5**

Topics:

- Goal Setting and Action Planning
- What to Expect: Summer, Fall, Spring
- Timeline for a Successful Summer

**Fall Student Government Retreat  
August 14 and 15**

Topics:

- Gearing Up for a Successful Year
- Finalize Goals and Initiatives
- Servant Leadership
- Exploring Communities and Constituencies
- Revisiting Campus Initiatives with CSUF President and Cabinet
- Health and Wellness Resources
- Professional and Career Skill Resources
- Academic Support Resources



**Academic Senate Training (For Student Senators)  
August 20**

Topics:

- Orientation and Training for Student Senators
- Student Representatives on Committees

**Spring Student Government Retreat  
January 8 and 9**

Topics:

- Reengage to Complete a Successful Year
- Review and Update Goals and Initiatives
- Effective Transition Planning

**Additional In-Service Advising, Coaching, and Training  
Seasonal and On-Going**

Topics:

- Summer Advising/Planning Meetings
- Weekly/Bi-Weekly Advising Meetings throughout the year
- Educational/Information Sessions at Board Meetings and Monthly Leadership Meetings
- Regular Meetings with CSUF President and VPSA
- Professional and Career Skills Program
  - o Information Session at Training
  - o Skill Development Program Session(s)
- Academic Support Coaching and Check Ins
  - o Academic Success Coaching Sessions (two per semester)
  - o Mid Semester Grade Check process
  - o More specific academic performance check ins with advisors
- Health and Wellness Support Collaboration
  - o Information Session at Training
  - o Mental Health and Stress Awareness Assessment
  - o Trial Counseling Session
  - o Open Resource Availability Provided

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## STUDENT LEADERSHIP TRANSITION PLANNING

### Transition Activities

#### Current Leaders

- Advisor will review transition guide with student
- Work to create a portfolio or resource binder
- Use transition guide to brainstorm information and topics to share during transition
- Engage advisor to help and support this process

#### Email to Newly Elected/Appointed Leaders

- Welcomes the student to the position
- Introduces advisor
- Requests an introductory meeting

#### First One on One with New Leader and Advisor

- Welcomes new leader to position
- Explores ideas and passions about position
- Provides introductory overview and fills in gaps
- Answers questions about transition, training, onboarding, and position in general
- Introduce transition guide and review contents

#### Advisor Facilitated Meeting with Current and New Leader

- Using guides, advisor will facilitate introductory transition meeting
- Will include review of position and team and information from transition guides

#### Student Guided One on Ones with Current and New Leader

- More interaction will be encouraged through follow up meetings
- This provides time for information to sink in and more questions/information to present

#### Follow Up One on One with New Leader and Advisor

- Advisor will check back in with new leader to further support
- See if the student feels better prepared and more knowledgeable
- Answer follow up questions

#### Group Meeting with Current Team, New Team, and Advisor

- Provides a final opportunity for groups and teams to transition
- Advisor will facilitate some portions with prompt questions
- Review of past year as a whole

# STRATEGIC PLAN

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**ASSOCIATED  
STUDENTS INC**

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**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

# Purpose



## Strategic Plan Working Group

- Made of 10 people:
  - Two Executive Officers
  - Three members of the Board of Directors
  - Two members of TSC Board of Trustees
  - Two Full Time Employees
  - One Student Employee

# Purpose



## Spring 2019

- Assess the state of the organization and conduct an analysis to develop areas for focus or themes for the following Board of Directors to utilize in the development of the strategic initiatives
  - What are ASI's:
    - Values
    - Common Themes
    - Focus Areas

# Purpose



## Fall 2019

- Board of Directors approves the new ASI Strategic Plan 2019-2024 based on the themes found from Spring 2019 Strategic Plan Working Group



# Questions?

**Please fill out the survey sent out and pass it along to as many students, faculty, and staff!**