

CALL TO ORDER

Douglas Kurtz, TSC Board of Trustees Chair, called the meeting to order at 1:32 p.m.

ROLL CALL

Members Present: Aguilar, Baker, Carlsen, Duncan, Evans, Flowers, Greco, Kalra, Kurtz, Nikopour, Rix, Sadat, Shabak, Sharma

Members Absent: Budisantoso (E)

Officers Present: Collins, Wiley

Officers absent: Masoud, Scialdone (E)

*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.]

EXCUSALS

Kurtz asked for a motion and second to excuse Budisantoso and Scialdone who would be absent from the meeting due to university business. (Shabak-m/Aguilar-s) Absences were excused by unanimous consent. Kurtz shared that Tapper would be absent from the meeting for personal reasons.

APPROVAL OF AGENDA

(Baker-m/Sadat-s) The agenda was approved without objection.

APPROVAL OF MINUTES

(Duncan-m/Kalra-s) The minutes from the 9/11/2019 TSC Board of Trustees meeting were approved without objection.

PUBLIC SPEAKERS

Keya Allen, ASI Executive Director, introduced herself as ED and wanted to say hello. She shared her office location, TSU 218, and encouraged the Board for the work that they do and will be doing throughout the year for ASI and the Titan Student Centers. Allen shared information and an overview on the Board's planned visit to CAPS at the close of the meeting. Additionally, Allen shared a brief overview of the Student Leader Academic Advising resources through Athletics.

REPORTS

a. Chair

Kurtz provided a brief update report.

b. Vice Chair for Facilities

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

c. Vice Chair for Operations

Prashant Sharma provided an update report, which is an attachment to the minutes.

d. Associate Executive Director

Wiley provided an update report on the Corporation. The report is an attachment to the minutes.

Greco asked Wiley to provide cost/budget center information based on the Org Chart to give the Board information to hold specific areas responsible in preparation for the next ASI financial update from Lionel Lawrence, Director of Financial Services. Wiley confirmed.

TIME CERTAIN

Asha Nettles, Leader and Program Development Director and Mansi Kalra, ASI Vice President provided a presentation on the structure and goals of ASI Programming including ASI Productions (ASIP), Street Team and Titan Tusk Force (TTF). The presentation is an attachment to the minutes.

REPORTS

e. ASI Board of Directors Chair

Baker provided updates from the Board of Directors meeting and upcoming Finance and Governance committee meetings. She shared information on the following events, Wednesday, Oct 2nd ASI Town Hall event, and WASC Accreditation open forum for Student Leaders.

f. ASI President's Rep.

Kalra reviewed highlights from the Executive Officers. The report is an attachment to the minutes.

UNFINISHED BUSINESS

None

NEW BUSINESS

Action: TSC Board of Trustees Student Trustee Vacancy

BOT 005 19/20 (Duncan-m/Shabak-s) A motion was made and seconded to appoint the recommended applicant to serve as Student Trustee effective immediately through May 31, 2020.

Applicant: Christopher Carlsen

Kurtz provided an overview of the interview and selection process. Interviewed 7 applicants and the committee selected Christopher Carlsen as the recommended applicant. Kurtz introduced Carlsen and asked him to share his background and experience. Carlsen provided a presentation and answered questions from the Board. The presentation is an attachment to the minutes.

Kurtz invited Carlsen to remain in the room or exit during Board discussion. The Board moved into discussion. Kurtz asked if there were any objections to moving into roll call vote. There were no objections. BOT 005 19/20 (Duncan-m/Shabak-s) Christopher Carlsen was appointed to serve as Student Trustee effective immediately until May 31, 2020 with a 13-0-1 roll call vote.

Information: Proposal Overview

Drew Wiley, ASI Associate Executive Director provided a presentation to the Board of Trustees on how to draft a proposal. The Board reviewed the proposal process from start to finish. The presentation is an attachment to the minutes.

Roll Call Votes	start #005	005		
		Yes	No	Abstain
Trustees	Aguilar	1		
	Duncan	1		
	Evans	1		
	Nikopour	1		
VC Facilities	Rix	1		
	Sadat	1		
	Shabak	1		
VC Operations	Sharma	1		

	<i>Vacant</i>	TBD		
RSA Rep.	Carlsen	Candidate		1
ASI Pres. Rep.	Kalra	1		
ASI BOD Rep.	Baker	1		
Alumni Assoc. Rep	Budisantoso			
Univ. President's Rep.	Flowers	1		
Academic Senate Rep.	Greco	1		
Chair	Kurtz	1		
		YES	No	Abstain
		13	0	1

**ANNOUNCEMENTS/MEMBERS'
PRIVILEGES**

NONE

ADJOURNMENT

Kurtz adjourned the meeting at 3:05 p.m.



Douglas Kurtz, TSC Board of Trustees Chair



Susan Collins, Recording Secretary

ASI PROGRAMMING

MANSI KALRA, ASI VICE PRESIDENT

ASHA NETTLES, DIRECTOR, ASI LEADER & PROGRAM DEVELOPMENT





ABOUT PROGRAMMING

- ASI's Programming team puts on a wide array of different events and activities on campus each year for students to experience that help keep campus feeling fun and alive.
- Programming is composed of four parts that work together to provide this variety of experiences and opportunities.
 - Association for InterCultural Awareness
 - Productions
 - Street Team
 - Titan Tusk Force



ASSOCIATION FOR INTERCULTURAL AWARENESS

- Plans events to highlight, celebrate, and educate students about culture and diversity.
- Through performances, showcases, festivals, and experiences that bring out a variety of culture based student organizations and campus departments, AICA gives students and the campus community the chance to come together to learn, grow, and appreciate one another.
- Also serves as a funding source for events hosted by culture based student organizations on campus.
- AICA Team:
 - Charissa Yuen – Chair
 - Kennie Song – Events Coordinator

PRODUCTIONS



- Entertainment part of Programming and hosts many weekly, biweekly, and special events on campus that give students something fun to look forward to, a chance to relieve some of the stress that comes along with being in school, or just something to do while taking a break between classes.
- Productions events range from things like open mic to film screenings and concerts and also include special events around midterms and finals and even the biggest event of the year, Spring Concert.
- The Team:
 - Director – Jennifer Mendoza Willa Madrid – Open Mic
 - Zaynab Alhakawati – Thursday Concerts
 - Aleisha Wright – Films
 - Brandon Eggleston – Fall/Spring Concert
 - Karen Tran & William Fry – Union & Special Programming

STREET TEAM



- Volunteer program of Programming and supports all of our events and activities while also giving students a place to get involved with ASI.
- Students interested in getting involved, helping plan and run events, learning about leadership opportunities and leadership skills, or just making new friends are encouraged to join.
- Street Team – Team:
 - Drew Cude – Coordinator

TITAN TUSK FORCE



- School spirit part of Programming
- TTF strives to develop a strong sense of school spirit and campus unity by planning events and activities that highlight CSUF Athletics and bring students together to have fun
- These kinds of events often include, tailgates and barbecues before athletic events, food giveaways, and Homecoming activities
- TTF Team:
 - Melissa Medaris – Director
 - Trang Tran – Events Coordinator
 - Benjamin Rojas – Athletics Coordinator
 - Maroun Zakhia – Marketing Coordinator



GOAL OF THE YEAR

- To unify all the programming teams (Productions, Titan Tusk Force, Association of Inter-Cultural Awareness, Street Team) so we have a more unified presentation in all our programming .
- Make sure all events have high attendance and serve many students.
- Support and collaborate with campus partners.



STEPS TO REACH THIS GOAL:

- We now only have one meeting on Tuesday mornings that all programmers are expected to attend. This is different than the separate meetings we have had in the past where each team met separately.
- At the last 4 events we have had we have had very high attendance and will continue to grow our events at a safe and responsible pace.
- We have already worked with CRC and have a few upcoming collaborations with the DIRC offices and we are very excited about all these opportunities !

UPCOMING EVENTS:



- Multi-cultural fair// 9.26.19 // 11pm-2pm
- TTF Tailgate // 9.27.19 // 6pm-7pm

Raechel Rix, Vice Chair Facilities:

- During my last committee meeting we talked about possible projects for us to complete this semester. The conversation will be continued next week. Some of the ideas we had were: a Theater remodel, changing up the mammoth area, and possible adding new weight-lifting equipment.
- As the projects progress, I will continue to update everyone with our plans.

REPORT:

From the operations side, the updates are as follows:

- 1) The committee will be analyzing the sky factor survey which was conducted last year and will look out for inputs given. This task is due by the third week of October.
- 2) The committee has been asked to select their choice of classes for the Program Service Evaluation. Furthermore, they have been asked to get the best possible feedback by:
 - a) Attending at least a single session for the best experience
 - b) Talking to the fellow students attending those classes.
 - c) Talking to the instructors to hear the other side of the story and ways to enhance those sessions.
- 3) From my side I have been provided with the class data and I will be evaluating it as per my best knowledge. More updates will be provided soon.

TO: Titan Student Centers Board of Trustees

FROM: Drew Wiley, Associate Executive Director

SUBJECT: Regular Meeting Update Report

DATE: 25 September 2019

CSUF Homecoming and ASI Student Leadership Alumni Reunion -
Saturday, November 16th

- In collaboration with the Alumni Association and the VP for Student Affairs office, ASI has been involved in planning this year's CSUF Homecoming. The event will feature a double header with Women's Volleyball and Men's Basketball, as well as a festival/carnival style event.
- In connection with Homecoming, we are planning to have another ASI Student Leadership Alumni Reunion. This event invites past student leaders to come back to campus and stay connected with ASI and the campus.

Upcoming Processes

- Capital Projects and Equipment Process: Tentatively scheduled for October 30 Operations Committee and November 6 BOT
- Club Office Space Allocation: Tentatively scheduled for October 30 Facilities Committee and November 6 BOT
- TCS Fees Review
- The conference is a great chance to meet other campus leaders and get ideas about ways CSUF can improve its offerings to students

ASI Updated Organizational Chart

- Attached to my report is a copy of the current ASI Organizational Chart.

ASI Scholarships

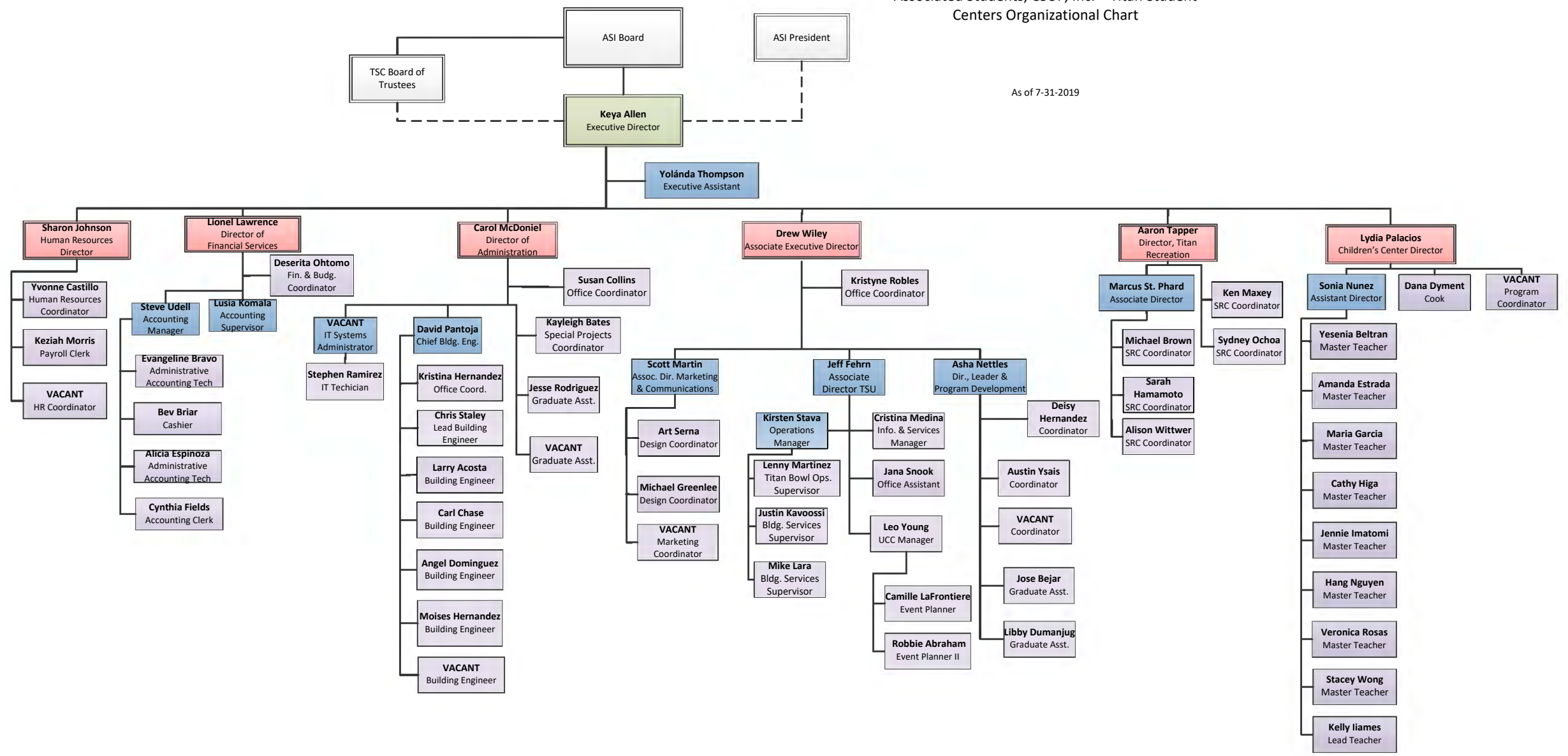
- The ASI Scholarship program provides a variety of opportunities for students
- The program looks to student leadership from the Board of Directors and TSCBOT to grade these applications and award the scholarships
- This is a great way to build your resume and application skills, as well as support our program and the time commitment is manageable from mid-October to the end of November, approximately
- Please reach out to Doug, Mansi, or Drew if you are interested

CAPS and Athletic Academic Support Services Collaborations

- We are working on launching two new collaborations with campus partners intended to expose ASI leaders to services that can both support them during their leadership experience and also aid them in referring other students to similar resources
- In partnership with Counseling And Psychological Services (CAPS), we are arranging a workshop type session where leaders will be given an overview of services and a short assessment and consultation
- In partnership with Athletics' Academic Support Services department, we are also arranging access to a variety of advising and tutoring services

Associated Students, CSUF, Inc. – Titan Student Centers Organizational Chart

As of 7-31-2019



TSC Board of Trustees Recommendation Proposal

Applicant: Christopher Carlsen

About Me



- 2nd year Business Major, Minor Political Science
- Part of Business Honors, University Honors
- Live on campus
- From Valencia, CA
- Hobbies
 - Podcasts, Documentaries, Running
- Career Goal: Attend Law School, Corporate Legal Counsel

Experience

- RSA BOT Representative
- RSA Programs Director
- Treasurer of CSUF Hillel
- Volunteer for ASI Street Team
- Statewide student leader in High School



Hillel



Why I Applied

- Give back to campus
- Opportunity to grow as a student leader
- Continue the accomplishments of ASI
- Make students aware of the resources available to them



Goals/Ideas for the Year

- Evaluate possibility of theater remodel
- Contribute to fridge/charging lockers
- Umbrellas in TSU South Patio
- Marketing for activities in Grand Staircase room
- Audio recordings of BOT meetings
- Custodial Appreciation Day



What about being RSA Rep?

- RSA Board is aware
- Application for new RSA Rep is ready
- Will be available upon confirmation of BOT vote



Reasons to Select Me

- Shown commitment to ASI by serving as RSA BOT Rep
- Involved in ASI last year
- Hold leadership positions in other organizations
- Smooth transition into being a Trustee

Questions?

ASI Clerical Assistant

From: Robles, Kristyne
Sent: Thursday, September 5, 2019 2:45 PM
To: ASI Clerical Assistant
Subject: FW: TSC Board of Trustees Vacancy Application [#24]

Follow Up Flag: Follow up
Flag Status: Completed



Kristyne Robles
Office Coordinator, Executive Offices
Associated Students, Inc.
California State University, Fullerton

P: (657) 278-3297 | O: TSU 207



From: Associated Students, CSUF, Inc. <no-reply@wufoo.com>
Sent: Wednesday, September 4, 2019 9:17 AM
To: Robles, Kristyne <krobbles@fullerton.edu>
Subject: TSC Board of Trustees Vacancy Application [#24]

TSC Board of Trustees Vacancy Application

#24

Applicant Name * Christopher Carlsen

Applicant Address *

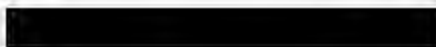


Primary Phone Number *



Secondary Phone Number

Applicant Email Address *



Applicant CWID *



CSUF Major * Business Administration

CSUF Class Level * Junior

Expected CSUF Graduation Date (MM/YY) * 05/22

What do you believe is the role of ASI on our campus and how does that role relate to this position? *

I believe the role of ASI on campus is to provide the students of CSUF a great on-campus experience in different areas. This can be from employment opportunities in the TSU or SRC, volunteer experiences like ASI Street Team or by passing resolutions that benefit students as an elected leader. ASI's main job is to serve the students and that is particularly relevant on the Board of Trustees. For example, the Board of Trustees is responsible for developing policies that relate to the TSU and SRC. This includes hours of operation and services offered. I believe the most important role of the Board of Trustees is serving as a liaison between the students of CSUF and the faculty of ASI. They are elected to serve in the best interest of the students because ultimately they will craft policy and allocate funds that impact the students. Serving on the Board of Trustees or in any elected position requires putting others before yourself, and communicating clearly with all students about the policies that are put in place.

Why are you applying to the Titan Student Centers Board of Trustees? What do you hope to accomplish and/or get out of the experience? *

I am applying to be on the Board of Trustees because I believe I would be a good representative to the students of CSUF. Over the course of the fall and spring semesters last year, I have talked to many of the board members of what is discussed in the meetings and what policies are proposed. Because of this, I believe I have the necessary skills in order to serve on the Board for this upcoming term. By serving on the board I hope to give back to the school that has already given so much to me in terms of opportunity, scholarship and education. I wish to continue the excellence of ASI and do my part to enhance student life on campus.

Please state any other information that you believe should be considered in this application. *

Something that I believe should be considered is that last year I attended many of the Board of Directors and Board of Trustees meetings and saw the faculty and student members discuss the upcoming budget for this year. Last year I was also an ASI Ambassador, so I shadowed Trevor Neal of the Board of Directors during the Fall Semester and continued it into the Spring Semester. I am also a part of Business Honors so I am involved in many volunteer activities within Mihaylo. I am in the University Honors program which has helped enrich my academic experience. During high school, I served as an elected leader for a state-funded co-curricular student organization called DECA. I advocated on behalf of

the students in Sacramento, trying to maintain funding for the organization. If selected I will do my best to serve all students and continue the legacy of ASI.

Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> *



[resume_20190825.pdf](#) 17.81 KB · PDF

**Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record
Disclosure**

I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed,

and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application

Christopher Carlsen

Enter Your Name *

Enter Your CWID *



Date *

Sunday, August 25, 2019

Created
25 Aug 2019
2:40:04 PM PUBLIC

[137.151.175.112](#)
IP Address

CHRISTOPHER CARLSEN



EDUCATION

BBA Legal Studies
California State University - Fullerton
Fullerton, CA | Spring 2022

College Of The Canyons
Valencia, CA

HIGH SCHOOL DIPLOMA
Valencia High School
Valencia, CA | 2018

WORK HISTORY

MCDONALDS
Customer Service Expert | Valencia, CA | June 2017 - August 2018

- Maintained a fast speed of service, especially during rush times
- Took orders from customers and input their selections into the restaurant's computer systems
- Counted down till at the end of each shift and deposit money in the safe
- Cleaned my station thoroughly before, during and after each shift
- Responded to guest questions, concerns and complaints and make sure they leave satisfied

CALIFORNIA DECA
Vice President Of Southern California DECA | CA | March 2016 - March 2017

- Lobbied key legislators in Sacramento and Washington DC about supporting career technical educational funding
 - Managed operations for over 5,000+ members throughout the state, focusing on the Southern California region
 - Developed new recruitment strategies and more than doubled business conference attendance in the Southern California region.
-

SKILLS

- Team leadership
- Project management
- Interpersonal and written communication
- Public speaking
- Skilled in Microsoft Office
- Strong verbal communication

TAKING ACTION WITH PROPOSALS

Why do we write proposals?

- Proposals are written to introduce new projects to the TSC Board of Trustees
- This can include capital improvements, art acquisition, general operational changes, and other topics

TAKING ACTION WITH PROPOSALS

Where do I start?

- Ideas can come from almost anywhere; a conversation with another student, a club meeting you attend, something you notice while on campus, etc.
- Once you have an idea, consider sharing it with the Chair or Vice Chairs, another Trustee, or your Advisor
- If the idea has traction, it might be worth more work:
 - Brainstorming, Research, Proposal

TAKING ACTION WITH PROPOSALS

Brainstorming and Research

- Brainstorming
 - Helps you shape how you will approach developing your proposal
- Research
 - This will help further inform your understanding of the situation and potential ways to improve it
- As you work through this process, keep the Chair, Vice Chairs, and your Advisor informed, they can help you

TAKING ACTION WITH PROPOSALS

Drafting Your Proposal

- When you reach this point, you'll work closely with the Chair, Vice Chairs, and your Advisor to develop the draft
 - Consider setting up time to meet as a small group
 - Develop a timeline for finalizing the draft and bringing it to committee
- But how do we draft a proposal, really? What does it look like?

TAKING ACTION WITH PROPOSALS

Components of a proposal

- Background
- Proposal
- Rationale
- Impact
- Budget Impact
- Implementation Timeline

TAKING ACTION WITH PROPOSALS

Background

- What is the current situation?
- Why is the current situation in place?
- What is the problem with the current situation?
- What is the need you are trying to fulfill?

TAKING ACTION WITH PROPOSALS

Proposal

- What is the idea or program being proposed?
- What are the specifics and details?
- This should guide what is actually done should the proposal be approved

TAKING ACTION WITH PROPOSALS

Rationale

- What research has been done to support this idea?
- What do students/users want and how do you know?
- What are other campuses doing? What about other companies or organizations?

TAKING ACTION WITH PROPOSALS

Impact

- How will this change current programs and operations?
- What impact are we not thinking about or seeing?

TAKING ACTION WITH PROPOSALS

Budget Impact

- Is this a one time cost?
- Are there large initial start up costs?
- Will this require an ongoing financial commitment?
- What will be reduced as an after effect, if necessary?

TAKING ACTION WITH PROPOSALS

Implementation Timeline

- What preparations or approvals need to be completed first?
- Is the timeline realistic? Have key staff been engaged in developing the timeline?
- Overall, does it make sense?

TAKING ACTION WITH PROPOSALS

What Happens Next

- Process:
 - Draft proposals will be reviewed and scheduled for committee
 - At committee, the proposal will be considered and discussed and possibly approved
 - If approved, the proposal will come forward to BOT for approval
- At committee and BOT, the proposal will be presented by those who helped create it

TAKING ACTION WITH PROPOSALS

Conclusion

- Proposals are how
 - Brainstorm
 - Research
 - Draft Proposal
 - Proceed through committee and BOT
- Questions?

TAKING ACTION WITH PROPOSALS

Conclusion