



Minutes

Titan Student Centers Board of Trustees

📅 Wed November 20th, 2019

🕒 1:30pm - 3:30pm PST

📍 Titan Student Union Board Room

I. **Call to Order**

Douglas Kurtz, TSC Board of Trustees Chair, called the meeting to order at 1:30 p.m.

II. **Roll Call**

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

Members Absent: Budisantoso**(E)

Liaisons Present: Collins, Masoud, Scialdone, Wiley

Liaisons Absent:

According to the Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting [3:30 p.m.]

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

EXCUSALS: Kurtz informed the Board of Trustees that Budisantoso will arrive late to the meeting due to university business and Flowers will be absent due to university business. There were no objections. (Carlsen-m/Aguilar-s)

Budisantoso arrived at 2:13 p.m.

III. **Approval of Agenda**

(Zirzow-m/Kalra-s) The agenda was approved by unanimous consent.

IV. **Approval of Minutes**

a. **11/06/2019 TSCBOT Meeting Minutes**

(Shabak-m/Sadat-s) The November 6, 2019 TSC Board of Trustees meeting minutes were approved by unanimous consent.

V. **Public Speakers**

NONE

VI. **Time Certain**

a. **1:45 p.m. ~ Asha Nettles, Director, Leader and Program Development**

Asha Nettles, Director of Leader and Program Development provided an overview of the training, transition and proposed revised Elections process timeline. The proposed schedule is an attachment to the minutes.

VII. **Reports**

a. **Chair**

Douglas Kurtz, Chair, provided a written report to the Board of Trustees. The report is an attachment to the minutes.

b. **Vice Chair for Facilities**

Raechel Rix, Vice Chair Facilities, provided a written report to the Board of Trustees. The report is an attachment to the minutes.

c. **Vice Chair for Operations**

Prashant Sharma, Vice Chair Operations, provided a written report to the Board of Trustees. The report is an attachment to the minutes.

d. **ASI Associate Executive Director**

Drew Wiley, Associate Executive Director, provided a written report to the Board of Trustees. The report is an attachment to the minutes.

e. **ASI Board of Directors Chair**

Lorren Baker, ASI Board Chair, reminded members to take time and focus on their well being, plan for the end of the semester and the coming spring semester. After break finals will come up quickly. Think about those projects that you want to get done during your term. Looking forward to more conversations about the food pantry.

f. **ASI President's Designee**

Mansi Kalra, ASI Vice President provided an update report from the Executive Officers. Shared Pantry Resolution passed the ASI Board. Programming Resolution coming to Governance at tomorrow's meeting. Friday, President and Vice President will be visitng Cal Poly Pomona to attend a panel interview at 12:00pm to give input on the CSU Chancellor's position search. Reach out if you want to carpool and attend.

VIII. **Unfinished Business**

a. **Action: Titan Student Union Room Rental Fees & Titan Student Centers Staffing Fees (Operations)**

BOT 010 19/20 (Shabak-m/Greco-s) Kurtz asked for a motion and second to bring the Proposal for the Titan Student Union Room Rental Fees and Titan Student Centers Staffing Fees from the table. Kurtz asked if there were any questions or

points of discussion. Kurtz asked for a roll call vote. There were no objections. Motion BOT 008 19/20 (Operations) to approve a Proposal for the TSU Room Rental Fees and TSC Staffing Fees was taken from the table with a 13-0-0 roll call vote.

BOT 008 19/20 (Operations) A motion was brought to the Board from the Operations Committee to approve a proposal for the Titan Student Union Room Rental Fees and Titan Student Centers Staffing Fees.

Kurtz yielded to Fehr to give a brief overview of the proposal, and resume the presentation information from the prior meeting. The proposal and supporting documentation are an attachment to the minutes. Kurtz opened the floor to questions. Fehr answered questions from the Board.

Kurtz asked if there were any points of discussion.

- Evans shared thoughts in support of keeping costs for students low/no cost. He shared that all other groups if needed to offset, okay.
- **Greco made amendment 001 to motion BOT 008 19/20 to change the proposal effective date to the first of the academic year, July 1 2020. Kurtz seconded the amendment.** Kurtz opened the floor to discussion. Evans shared if money is being lost now, it makes sense to fix it now. Greco responded that the budget shows TSU generally accumulates more funds than budgeted. He shared concerns that the academic departments will bear the biggest hit. Kurtz clarified that the budget amount is not the same as recovering costs for providing meeting and event space in the TSU. The recovery of costs versus budget are two different issues. Greco asked what happens to funds when income is generated. Kurtz confirmed that the question. Wiley shared clarification regarding the cost to provide events, if we charge less than it costs the organization to provide the service, the difference is paid through student fees. Any excess income, goes into a general fund to cover other services, non-event services for the building. Philosophy, we collect student fees, when other areas, non-student services, bring in funds to cover the services to non-student groups. Goal is to break-even/off-set. Kurtz further clarified, if proposal is amended to start July 1, 2020, people can book events 14 months in advance and rates won't change.
- Baker shared it is fiscally responsible to proceed as proposed.
- Carlsen shared thoughts that there is no reason to postpone
- Prashant shared there is no point in postponing anything that we are planning to do in the near future. If current model shows need cost recovery, should proceed.
- Greco stated that this is a budget issue and should be changed when the budget is proposed.
- Wiley provided clarification that the proposal is to change a fee structure, not a budget to stop subsidizing non-student costs.
- Budisantoso shared thoughts about making sure we keep the students in mind, versus appeasing the other groups. Can revisit the topic to ensure that we look at how to address communicating with groups affected.
- Kurtz asked if there were any objections to moving into a roll call vote on the amendment. There were no objections.
- **Amendment 001 to motion BOT 008 19/20 was lost with at 2-11-0 roll call vote.**

Kurtz asked if there were any objections to moving into a roll call vote on the proposal for the TSU Room Rental Fees and the TSC Staffing Fees. There were no objections.

Decision: BOT 008 19/20 (Operations) Roll Call Vote: 12-0-1 The motion to approve a proposal for the Titan Student Union Room Rental Fees and Titan Student Centers Staffing Fees was adopted.

IX. New Business

a. Information: TSC Budget and Timeline (Kurtz)

Kurtz yielded to Lionel Lawrence, Director of Financial Services to provide a presentation on the ASI Budget process and to review the timeline for the budget. The presentation is an attachment to the minutes.

Rix asked how capital projects affect the budget. Lawrence shared the two processes are separate, but capital funds are available from the budget. Rix asked why the capital amount for 2020 was so much lower than previous years. Lawrence shared the amount was set based on an analysis and forecast/projection, and to be fiscally responsible. Kurtz shared the capital amount was also split to address other required projects. Lawrence confirmed the Board has a capital projects budget and the corporation has allocated funds for projects that must be done, such as fixing the boiler.

Greco asked if a certain amount of student fees must be set aside. Lawrence confirmed, 15% of working capital must be set aside. Greco asked what the current amount of reserves is. Lawrence provided an estimate. Greco asked that the total reserves as of today be emailed out to the Board for review.

Lawrence continued with his presentation reviewing the Budget Timeline. The timeline is an attachment to the minutes.

X. Announcements/Member's Privilege

NONE

XI. Adjournment

Douglas Kurtz, TSC Board of Trustees Chair, adjourned the meeting at 3:29 p.m.



Douglas Kurtz, TSC Board of Trustees Chair



Susan Collins, Recording Secretary

Roll Call 2019-2020

11/20/2019 TSCBOT MEETING

Attendance	TSCBOT Trustees (Voting Members)		
		Present	Absent
Student Trustee	Aguilar	1	
Student Trustee	Carlsen	1	
Student Trustee	Evans	1	
Student Trustee	Nikopour	1	
VC Facilities	Rix	1	
Student Trustee	Sadat	1	
Student Trustee	Shabak	1	
VC Operations	Sharma	1	
Student Trustee	Vacant	TBD	
RSA Rep.	Zirzow	1	
ASI Pres. Rep.	Kalra	1	
ASI BOD Rep.	Baker	1	
Alumni Asso. Rep	Budisantoso		1
Univ. President's Rep.	Flowers		1
Academic Senate Rep.	Greco	1	
Chair	Kurtz	1	
		Present	Absent
		13	2

Attendance	TSCBOT Liaisons		
		Present	Absent
Recording Secretary	Collins	1	
VP Admin & Fin Rep.	Masoud	1	
VP Student Affairs Rep.	Scialdone	1	
ASI Assoc Exec Dir	Wiley	1	

Roll Call Votes		010			Amendment 001 to BOT 008		
		Yes	No	Abstain	YES	No	Abstain
Student Trustee	Aguilar	1				1	
Student Trustee	Carlsen	1			1		
Student Trustee	Evans	1				1	
Student Trustee	Nikopour	1				1	
VC Facilities	Rix	1				1	
Student Trustee	Sadat	1				1	
Student Trustee	Shabak	1				1	
VC Operations	Sharma	1				1	
Student Trustee	Vacant						
RSA Rep.	Zirzow	1				1	
ASI Pres. Rep.	Kalra	1				1	
ASI BOD Rep.	Baker	1				1	
Alumni Asso. Rep	Budisantoso						
Univ. President's Rep.	Flowers						
Academic Senate Rep.	Greco	1			1		
Chair	Kurtz	1				1	
		YES	No	Abstain	YES	No	Abstain
		13	0	0	2	11	0

ABSENT

ABSENT

Roll Call Votes	start #006	008		
		Yes	No	Abstain
Student Trustee	Aguilar	1		
Student Trustee	Carlsen	1		
Student Trustee	Evans	1		
Student Trustee	Nikopour	1		
VC Facilities	Rix	1		
Student Trustee	Sadat	1		
Student Trustee	Shabak	1		
VC Operations	Sharma	1		
Student Trustee	Vacant			
RSA Rep.	Zirzow	1		
ASI Pres. Rep.	Kalra	1		
ASI BOD Rep.	Baker	1		
Alumni Asso. Rep	Budisantoso			
Univ. President's Rep.	Flowers			
Academic Senate Rep.	Greco			1
Chair	Kurtz	1		
		YES	No	Abstain
		12	0	1

	January 2020						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
Online Orientations Go Live			Elections App Open				
	26	27	28	29	30	31	February 1
	February 2020						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
			Elections Applications Close	Candidate Orientation		Campus Closed	
	23	24	25	26	27	28	29
Campaign Week 1	Appointed Student Leaders – Applications Open						
	March 2020						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6	7
						CT Orientation	
Level 1: Chief Officers and Program Directors	8	9	10	11	12	13	14
Level 2: Commission Leads, Elections Dir., Programming Coordinators, IRA Chair							
Level 3: Comm. Coordinators, Programming Coordinators and Elections Coordinators			Voting	Voting	Announcement		
	15	16	17	18	19	20	21
Review Level 1 Applications						CT Training 2	

Executive Officer Training	17	18	19	20	21	22	23
				Executive Officer Training	Executive Officer Training		
Student Government Training Note: Recommended 3 rd day to be added	24	25	26	27	28	29	20
				Student Government Training	Student Government Training	Student Government Training	
	31						
June 2020							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Student Government Installation and 1 st Meetings Comm/Programming Training All Student Leader Retreat		1	2	3	4	5	6
			Student Government Installation and 1 st Meetings	Comm./ Programming Training	Comm/ Programming Training	All Student Leader Retreat	All Student Leader Retreat
All Leads Training Individual Teams Training	7	8	9	10	11	12	13
			All Leads Training	Individual Teams Training	Individual Teams Training	CT Training 5	
	14	15	16	17	18	19	20



CALIFORNIA STATE UNIVERSITY, FULLERTON™

TSC BOARD OF TRUSTEES
VICE CHAIR OPERATIONS REPORT
November 20, 2019

REPORT:

- Last week, I along with other BOT members and pro staff had an opportunity to attend the regional ACUI (Association of College Unions International) conference. The conference was held at University of Nevada at Reno. It was a two days event, had a variety of sessions all day long. Some of the sessions I attended were based on student leadership, student engagement, and performance evaluation; these all were focused on keeping in mind the students who are serving as the leaders alongside. One of the things that impressed at the venue was their recreation center, the team would share some pictures along with you.
- Unfortunately, due to my mid-term exam on the second day, my event was cut short, but still had a wonderful time. Looking forward for some more future projects.



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TO: Titan Student Centers Board of Trustees
FROM: Drew Wiley, Associate Executive Director
SUBJECT: Regular Meeting Update Report
DATE: 20 November 2019

TSU Wayfinding System

- Displays are going up throughout the building; currently three of six have been installed
- Setup and bugs are being worked out as we start using the new system

Website Updates

- The proposals section has been added to the ASI website, currently including the past two years of proposals
- Newly approved proposals will be added in an ongoing basis

Food Pantry Resolution

- The Board of Directors approved a resolution in support of establishing a physical food pantry on campus
- The project will continue to move forward in building out implementation plans

NACA Inclusive Excellence Award

- ASI Programming's Association for InterCultural Awareness won this award at the recent National Association for Campus Activities-West Conference

Programming Restructure

- The plan to revise the structure of ASI's programming area is moving forward as a discussion item at this week's Governance Committee meeting
- The draft plan officially unifies a few of the different programming areas into one team, which is similar to how they currently function



Titan Student Union University Conference Center Fees

Jeff Fehr

November 6, 2019

Room Rental Fees Philosophy

- **CSUF registered student organizations**
 - already “paid the cost” for TSU services through their student fees
 - no room rental charge
 - direct costs are passed on to the group; e.g. building managers, etc.
 - events sponsored by the alumni association included in this category
- **CSUF departments/on-campus groups**
 - our goal is to recover, as close as possible, the actual total cost for the TSU to support the event
 - baseline for rate structure
- **Student/staff personal use and Extended Education courses**
 - rates are set between on-campus sponsored events and off-campus sponsored events
- **Off-campus groups**
 - no direct affiliation with CSUF
- **Wedding, Quinceanera, and bar/bat mitzvah**
 - require special attention and more staff resources
 - higher rate than regular off-campus sponsored events
- **Commercial filming**
 - category adopted in 2003
 - accommodates for higher staff and resources costs necessary for these types of projects
 - hourly charge

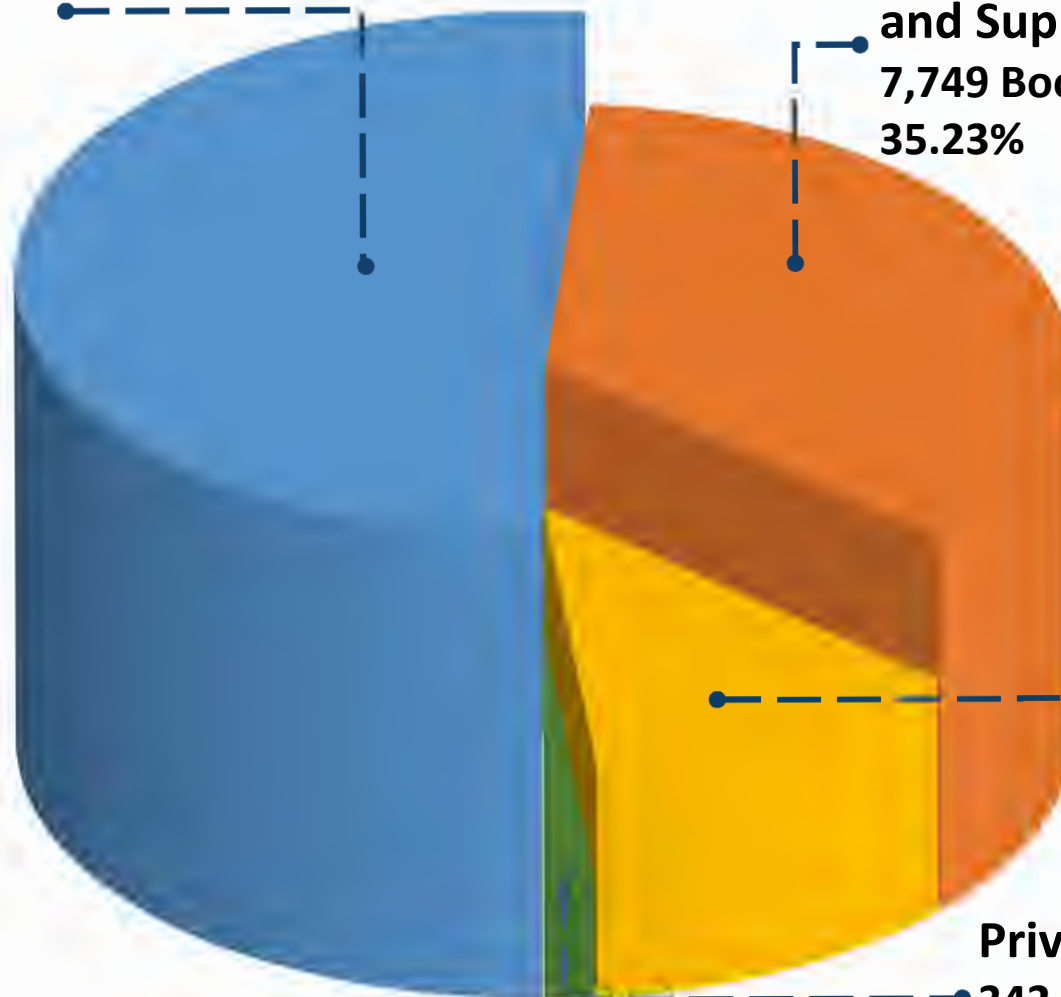
Bookings by Client Type

January 2017-September 2019

Student Orgs & Alumni Orgs
11,302 Bookings
51.38%

**CSUF Departments, Schools,
and Support Groups**
7,749 Bookings
35.23%

Extended Education
5 Bookings (not featured in chart)
0.02%



Off-Campus
2,599 Bookings
11.82%

Private Student & Staff Use
342 Bookings
1.55%



18-19 UCC Room Rental Rates Chart

18-19	ASI/TSU Student Orgs.	CSUF Departments Schools	Private Student/Staff Use		Extended Education	Off-Campus	Weddings Bar/Bat Mitzvahs Quinceaneras	Commercial Filming
<u>Event Spaces</u>	Alumni Orgs.	Support Groups	Student	Staff				
Pavilion ABC	N/C	\$720	\$1,020	\$1,155	\$1,440	\$2,025	\$2,160	\$900/hr
Pavilion AB	N/C	\$480	\$680	\$770	\$960	\$1,350	\$1,440	\$600/hr
Pavilion BC	N/C	\$480	\$680	\$770	\$960	\$1,350	\$1,440	\$600/hr
Pavilion A	N/C	\$240	\$340	\$385	\$480	\$675	\$720	\$300/hr
Pavilion B	N/C	\$240	\$340	\$385	\$480	\$675	\$720	\$300/hr
Pavilion C	N/C	\$240	\$340	\$385	\$480	\$675	\$720	\$300/hr
Atrium	N/C	\$240	\$340	\$385	\$480	\$675	\$720	\$300/hr
South Patio	N/C	\$195	\$275	\$315	\$390	\$550	\$585	\$300/hr
Titan Theatre	N/C	\$70	\$100	\$115	\$140	\$200	\$210	\$300/hr
Pub	N/C	\$155	\$220	\$250	\$310	\$435	\$465	\$300/hr
Food Court - East	N/C	\$155	\$220	\$250	\$310	\$435	\$465	\$300/hr
Food Court - West	N/C	\$155	\$220	\$250	\$310	\$435	\$465	\$300/hr
Courtyard	N/C	\$155	\$220	\$250	\$310	\$435	\$465	\$300/hr
Mainframe Patio	N/C	\$50	\$70	\$80	\$100	\$140	\$150	\$200/hr
Amphitheatre	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$300/hr
Quiet Lounge	N/C	\$70	\$100	\$115	\$140	\$200	\$210	\$300/hr
Alumni/Fireside Lounge	N/C	\$70	\$100	\$115	\$140	\$200	\$210	\$300/hr
Bowling Area								\$300/hr
TV Lounge								\$300/hr
Billiards								\$300/hr
Hallways								\$100/hr

N/C = No Charge

18-19 UCC Room Rental Rates Chart

18-19	ASI/TSU Student Orgs.	CSUF Departments Schools	Private Student/Staff Use		Extended Education	Off-Campus	Weddings Bar/Bat Mitzvahs Quinceaneras	Commercial Filming
<u>Meeting Rooms</u>	Alumni Orgs.	Support Groups	Student	Staff				
Alvarado A	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Alvarado B	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Alvarado AB	N/C	\$90	\$130	\$150	\$180	\$260	\$270	\$100/hr
Bradford A	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Bradford B	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Bradford AB	N/C	\$60	\$90	\$100	\$120	\$170	\$180	\$100/hr
Gabrielino	N/C	\$85	\$120	\$140	\$170	\$240	\$255	\$100/hr
Gilman A	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Gilman B	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Gilman AB	N/C	\$60	\$90	\$100	\$120	\$170	\$180	\$100/hr
Hetebrink A	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Hetebrink B	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Hetebrink AB	N/C	\$60	\$90	\$100	\$120	\$170	\$180	\$100/hr
Legislative Chambers 1	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Legislative Chambers 2	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Legislative Chambers 1&2	N/C	\$90	\$130	\$150	\$180	\$260	\$270	\$100/hr
Ontiveros A	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Ontiveros B	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Ontiveros C	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Ontiveros AB	N/C	\$90	\$130	\$150	\$180	\$260	\$270	\$100/hr
Ontiveros BC	N/C	\$90	\$130	\$150	\$180	\$260	\$270	\$100/hr
Ontiveros ABC	N/C	\$135	\$195	\$225	\$270	\$390	\$405	\$100/hr
Presidents' Room	N/C	\$45	\$65	\$75	\$90	\$130	\$135	\$100/hr
Stearns	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Tuffree A	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Tuffree B	N/C	\$30	\$45	\$50	\$60	\$85	\$90	\$100/hr
Tuffree AB	N/C	\$60	\$90	\$100	\$120	\$170	\$180	\$100/hr

N/C = No Charge

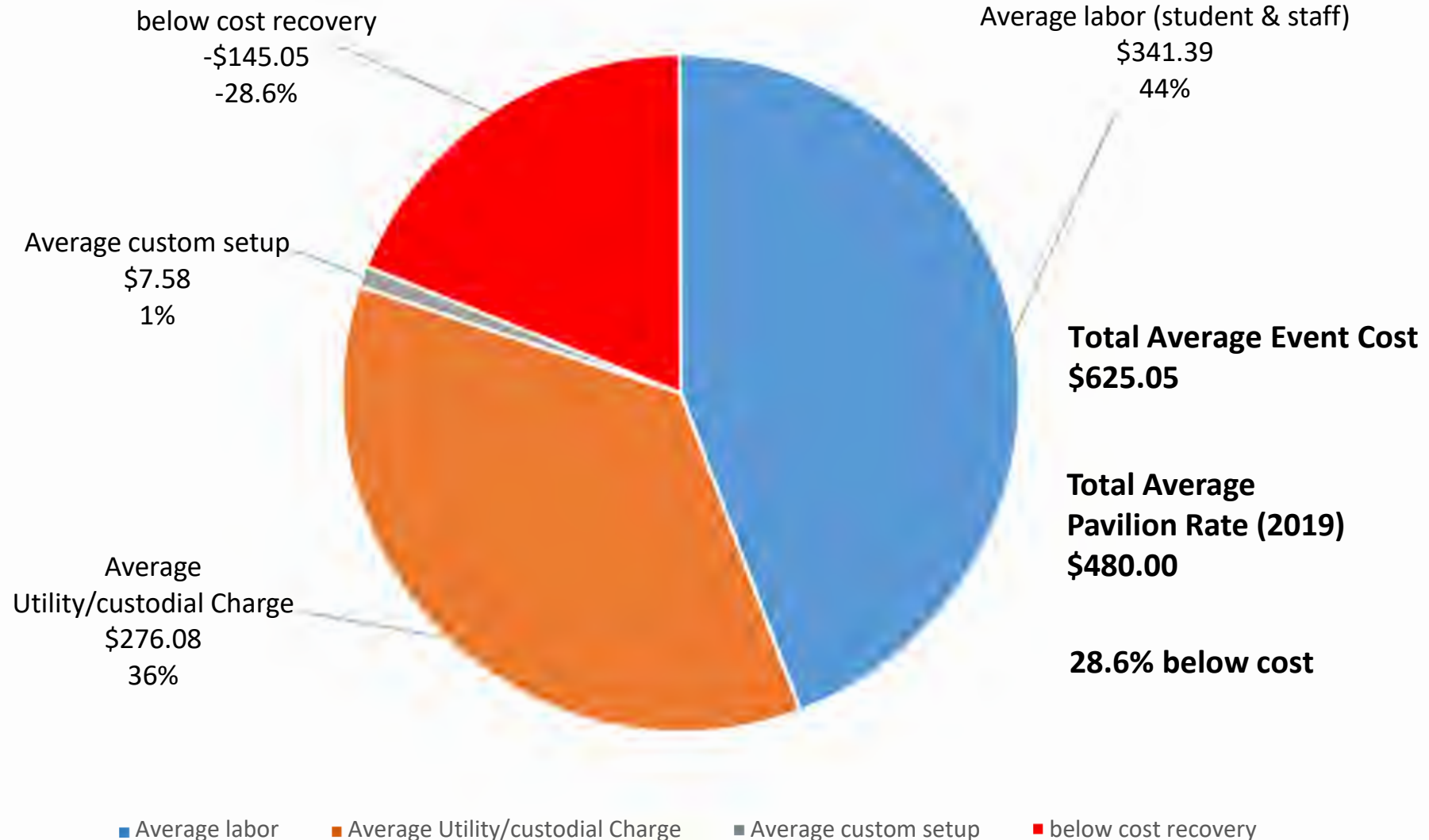
Room Rental Fee Analysis

- Regularly, University Conference Center and Titan Student Union Operations staff track and record their time spent working on events.
- Other costs are also collected:
 - Setup (the cost for TSU setup crew to place tables, chairs, stage, etc.)
 - Lighting
 - HVAC (heating and cooling the room)
 - Cleaning (cost for daily and overnight maintenance)
- Representative samples of the collected data are analyzed to determine our actual costs; off of which our rates are set.
- Research was completed this year to verify our methods of analysis.

2019 STUDY

AVERAGE PAVILION EVENT (includes client setup and teardown access)

6.42 hours



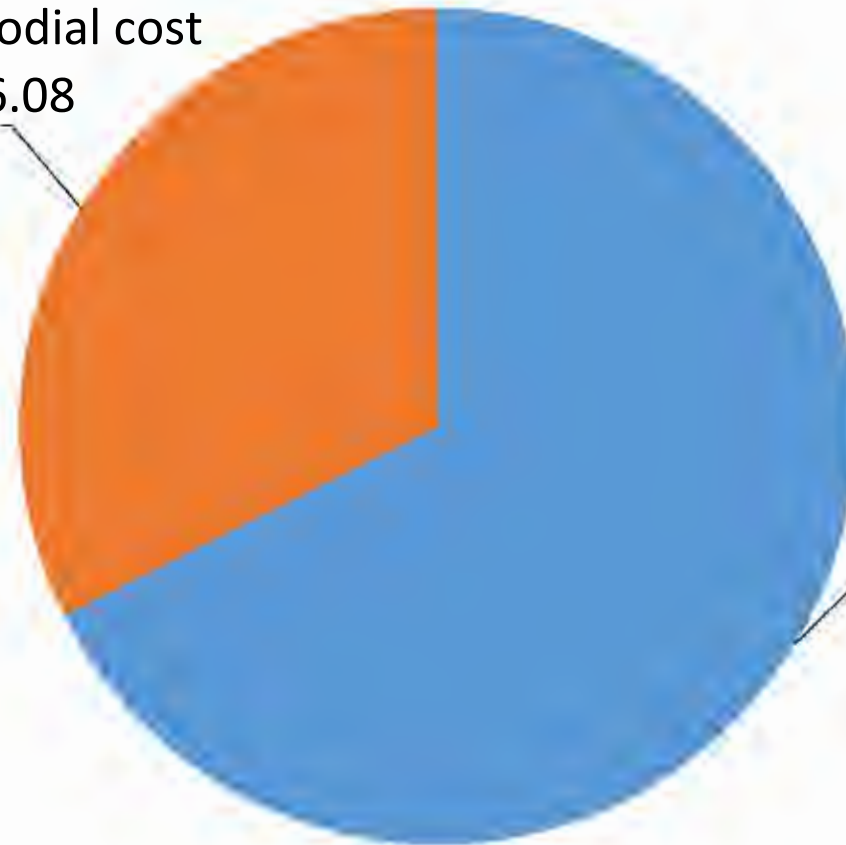
2019 STUDY

AVERAGE MEETING ROOM EVENT

8.19 hours

Average utility/custodial cost
\$16.08

Average labor cost
\$33.57



Total Average Meeting Room Event Cost
\$49.65

Total Average Meeting Room Rate (2019)
\$53.70

8.2% above cost

■ Average labor ■ Average Utility/custodial Charge

UCC Fee Chart

- Current Rate Structure
- Increased Rates Due to Cost Increase (Proposed)
- Increased Rates to Generate Additional Revenue (Proposed)



UCC Fee Chart

	Student Orgs & Alumni Orgs	CSUF Departments, Schools, & Support Groups	Private Student Use	Private Staff Use	Extended Education	Off-Campus	Weddings, Bar/Bat Mitzvahs, & Quinceaneras	Commercial Filming
Current Method	No Charge	Cost Recovery	Cost +40%	Cost +60%	Cost + 100%	Cost + 180%	Cost + 200%	Cost + 25% per hour
Proposed Method	No Charge	Cost Recovery	Cost +40%	Cost +60%	Cost + 100%	Cost + 200%	Cost + 240%	Cost + 50% per hour

Proposed 19-20 UCC Room Rental Rates Chart

	ASI/TSU	CSUF Departments	Private Student/Staff Use		Extended	Off-Campus	Weddings	Commercial
	Student Orgs.	Schools			Education		Bar/Bat Mitzvahs	Filming
Event Spaces	Alumni Orgs.	Support Groups	Student	Staff			Quinceaneras	
Pavilion ABC	N/C	\$930	\$1,300	\$1,490	\$1,860	\$2,800	\$3,160	\$1,350/hr
Pavilion AB	N/C	\$620	\$870	\$990	\$1,240	\$1,900	\$2,110	\$900/hr
Pavilion BC	N/C	\$620	\$870	\$990	\$1,240	\$1,900	\$2,110	\$900/hr
Pavilion A	N/C	\$310	\$435	\$495	\$620	\$950	\$1,055	\$450/hr
Pavilion B	N/C	\$310	\$435	\$495	\$620	\$950	\$1,055	\$450/hr
Pavilion C	N/C	\$310	\$435	\$495	\$620	\$950	\$1,055	\$450/hr
Atrium	N/C	\$310	\$435	\$495	\$620	\$950	\$1,055	\$450/hr
South Patio	N/C	\$195	\$275	\$310	\$390	\$585	\$665	\$450/hr
Titan Theatre	N/C	\$95	\$135	\$150	\$190	\$285	\$325	\$450/hr
Pub	N/C	\$155	\$215	\$250	\$310	\$465	\$525	\$450/hr
Food Court - East	N/C	\$155	\$215	\$250	\$310	\$465	\$525	\$450/hr
Food Court - West	N/C	\$155	\$215	\$250	\$310	\$465	\$525	\$450/hr
Courtyard	N/C	\$155	\$215	\$250	\$310	\$465	\$525	\$450/hr
Mainframe Patio	N/C	\$50	\$70	\$80	\$100	\$150	\$170	\$300/hr
Amphitheatre	N/C	\$45	\$65	\$70	\$90	\$150	\$155	\$450/hr
Quiet Lounge	N/C	\$70	\$100	\$110	\$140	\$210	\$240	\$450/hr
Alumni/Fireside Lounge	N/C	\$70	\$100	\$110	\$140	\$210	\$240	\$450/hr
Bowling Area								\$450/hr
TV Lounge								\$450/hr
Billiards								\$450/hr
Hallways								\$200/hr

N/C = No Charge

Proposed 19-20 UCC Room Rental Rates Chart

	ASI/TSU Student Orgs.	CSUF Departments Schools	Private Student/Staff Use		Extended Education	Off-Campus	Weddings Bar/Bat Mitzvahs Quinceaneras	Commercial Filming
<u>Meeting Rooms</u>	Alumni Orgs.	Support Groups	Student	Staff				
Alvarado A	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Alvarado B	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Alvarado AB	N/C	\$90	\$125	\$145	\$180	\$270	\$310	\$150/hr
Bradford A	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Bradford B	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Bradford AB	N/C	\$60	\$85	\$95	\$120	\$180	\$200	\$150/hr
Gabrielino	N/C	\$85	\$120	\$135	\$170	\$260	\$290	\$150/hr
Gilman A	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Gilman B	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Gilman AB	N/C	\$60	\$85	\$95	\$120	\$180	\$200	\$150/hr
Hetebrink A	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Hetebrink B	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Hetebrink AB	N/C	\$60	\$85	\$95	\$120	\$180	\$200	\$150/hr
Legislative Chambers 1	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Legislative Chambers 2	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Legislative Chambers 1&2	N/C	\$90	\$125	\$145	\$180	\$270	\$310	\$150/hr
Ontiveros A	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Ontiveros B	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Ontiveros C	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Ontiveros AB	N/C	\$90	\$125	\$145	\$180	\$270	\$310	\$150/hr
Ontiveros BC	N/C	\$90	\$125	\$145	\$180	\$270	\$310	\$150/hr
Ontiveros ABC	N/C	\$135	\$190	\$215	\$270	\$410	\$460	\$150/hr
Presidents' Room	N/C	\$45	\$65	\$70	\$90	\$140	\$150	\$150/hr
Stearns	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Tuffree A	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Tuffree B	N/C	\$30	\$40	\$50	\$60	\$90	\$100	\$150/hr
Tuffree AB	N/C	\$60	\$85	\$95	\$120	\$180	\$200	\$150/hr

N/C = No Charge

Potential Budget Impact

Based on events held in the Titan Student Union
January 2017 – September 2019 (33 months),
over the next 33 month period the rate increase
would generate approximately \$130,000 in
additional revenue.

Questions?

Position	2019 Avg. Student Salary	2019 with Benefits	Current Chargeback	Avg. 1/1/2020	2020 with Benefits	Avg. 1/1/21	2021 with Benefits	Proposed Rate	Projected FY Gross Revenue
TSU									
TSU Building Manager	\$14.67	\$16.16	\$17.00	\$15.67	\$17.26	\$16.67	\$18.36	\$19.00	\$ 7,100
TSU Setup Crew	\$12.28	\$13.63	\$14.00	\$13.28	\$14.74	\$14.28	\$15.85	\$16.00	\$ 160
TBB Desk Attendant	\$12.28	\$13.63	\$14.00	\$13.28	\$14.74	\$14.28	\$15.85	\$16.00	\$ 1,040
Info & Services Staff	\$13.19	\$14.41	\$13.00	\$14.19	\$15.27	\$15.19	\$16.35	\$17.00	\$ 660
SRC									
SRC Building Manager	\$14.67	\$16.16	\$17.00	\$15.67	\$17.26	\$16.67	\$18.36	\$19.00	\$2,150
Intramural Official	\$12.56	\$13.94	\$15.00	\$13.56	\$15.05	\$14.56	\$16.16	\$ 17.00	\$1,200
Desk Attendant/ Intramural Attendant/ Rockwall	\$12.28	\$13.63	\$14.00	\$13.28	\$14.74	\$14.28	\$15.39	\$16.00	\$5,500
Fitness Instructor	\$25.00	\$27.74	\$30.00	\$25.00	\$27.74	\$25.00	\$27.74	\$30.00	\$1,500
Lifeguard	\$14.67	\$16.16	\$17.00	\$15.67	\$17.26	\$16.67	\$18.36	\$19.00	\$950

Benefits currently adds approximately 10.97% to staff wages
Unemployment Insurance = .57%

Workers Compensation = 2.25%

FICA = 7.65% (summer)

Questions?

Student Salary Schedule

Range II	
Skilled and/or experienced Level	
Moderate Supervision Adequate Skills	
1/1/2019	
B1	12.00
B2	12.28
B3	12.56
B4	12.83
B5	13.11

Range III	
Experienced Specialist	
Minimal Supervision Job-related experience	
1/1/2019	
C1	12.56
C2	12.89
C3	13.22
C4	13.56
C5	13.89

Range IV	
Top Level Specialist -	
Supervises other students Works Independently Extensive job-related Skills	
1/1/2019	
D1	13.78
D2	14.22
D3	14.67
D4	15.11
D5	15.56

TA	
Temporary Appointments	
Place according to based in	Skills Range II-IV
B - steps 1-5	
C - steps 1-5	
D - steps 1-5	
Certified/licensed	
May be rates over 15.56	

Enhanced Revenue Generation

Jan 2017 - Sep 2019 Off-Campus Events	# of Events	Current Rate	Actual Total Revenue	Proposed Enhanced Rate	Potential Total Past Revenue	Potential Additional Revenue
1 Pavilion	27	\$675	\$18,225	\$950	\$25,650	\$7,425
2 Pavilions	13	\$1,350	\$17,550	\$1,900	\$24,700	\$7,150
3 Pavilions	12	\$2,025	\$24,300	\$2,800	\$33,600	\$9,300
TOTALS	52		\$60,075		\$83,950	\$23,875
Pavilions	52	variable	\$60,075	plus cost recovery increase and 20% (see above)	\$83,950	\$23,875
Theater	106	\$200	\$21,200	\$285	\$30,210	\$9,010
Meeting Space		variable	\$111,184	plus 20%	\$133,421	\$22,237
Pub	14	\$435	\$6,090	\$465	\$6,510	\$420
		Total Off Campus Actual Revenue	\$198,709.00		Total Potential Additional Revenue	<u>\$55,541.80</u>

Enhanced Revenue Generation (off-campus groups)

Jan 2017 - Sep 2019 Off-Campus Events	# of Events	Current/Old Rate	Actual Total Revenue	increased cost recovery rate	Potential Additional Revenue increasing to new recovery rate	potential total past revenue increasing to new cost recovery rate	Proposed 19-20 Increased Rate	Potential Total Past Revenue with enhanced rate	Potential Additional Revenue with enhanced rate
1 Pavilion	27	\$675	\$18,225	\$870	\$23,490	\$5,265	\$950	\$25,650	\$7,425
2 Pavilions	13	\$1,350	\$17,550	\$1,740	\$22,620	\$5,070	\$1,900	\$24,700	\$7,150
3 Pavilions	12	\$2,025	\$24,300	\$2,610	\$31,320	\$7,020	\$2,800	\$33,600	\$9,300
TOTALS	52		\$60,075		\$77,430	\$17,355		\$83,950	\$23,875

Pavilions	52	variable		plus cost recovery increase only (see \$60,075 above)	\$77,430	plus cost recovery increase and 20% (see \$17,355 above)		\$83,950	\$23,875
Theater	106		\$200		\$28,090	\$6,890	\$285	\$30,210	\$9,010
Meeting Space		variable			\$111,184	\$0 plus 20%		\$133,421	\$22,237
Pub	14		\$435		\$6,090	\$0	\$465	\$6,510	\$420

Total Off Campus Actual Revenue	\$198,709.00	Total Potential Additional Revenue with only new cost recovery rate increase for off-campus	\$24,245.00	Total Potential Additional Revenue with enhance revenue rate for off-campus	\$55,541.80
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Increased Cost Recovery-Based Revenue Generation for All Client Groups Except Off-Campus

Jan 2017 - Sep 2019 All Client Groups Except Off-Campus Events	# of Events	Current/Old rate	Actual Total Revenue	Proposed rate	Potential total Revenue increasing to proposed rate	Potential additional past revenue increasing to proposed rate
1 Pavilion	292	\$240	\$70,080	\$310	\$90,520	\$20,440
2 Pavilions	130	\$480	\$62,400	\$620	\$80,600	\$18,200
3 Pavilions	152	\$720	\$109,440	\$930	\$141,360	\$31,920
TOTALS	574		\$241,920		\$312,480	\$70,560
Pavilions			\$241,920		\$312,480	\$70,560
Theater			\$12,280		\$16,799	\$4,519

\$254,200.00

\$329,279.04

Total potential additional past revenue with only new cost recovery rate increase

\$75,079.04

Room Rental Fee Analysis Benchmarking

Institution	Rate of Review/Increase	Rate Setting Method	Main Rate Analysis Factors
CSU Long Beach	as needed	cost-based	operating costs (staffing excluded due to complex varying rates of pay); tiers based on the percentage of the guests in attendance; (i.e. 75% students attending they get the Tier One student price, etc.)
CSU Dominguez Hills	as needed	cost-based	operating costs; tier system for student orgs, campus departments, off-campus groups
SDSU	annual	cost-based	operating costs (staffing excluded due to complex varying rates of pay); tiered, students pay least
CSU Maritime	annual	market-based	neighboring and peer institutions' and facility's rates
UNLV	annual	cost-based	operating costs
UC Davis	annual	cost-based	operating costs (staffing excluded due to complex varying rates of pay)
Seattle University	as needed	cost-based	operating costs

Proposal to adjust room rental rates in the TSU and client labor rates in the Titan Student Centers

PRESENTED TO: Titan Student Centers Board of Trustees

MEETING DATE: Wednesday, November 20, 2019

PRESENTED BY: Prashant Sharma, Vice Chair of the TSCBOT Operations Committee
Douglas Kurtz, TSCBOT Chair
Jeff Fehr, Associate Director, Titan Student Union
Aaron Tapper, Director, Titan Recreation

BACKGROUND

As costs for student staff have increased, including increases in the CA minimum wage and HR/Benefits, the hourly for labor charged to clients reserving events in the Titan Student Centers needs to be increased to keep pace. Absent an increase in this chargeback rate, direct staff costs for events will be subsidized by Student Centers' fee through the Titan Student Centers Budget.

The last raise in room rental fees for the Titan Student Union occurred on January 1, 2017. As with student staff, as costs to maintain events in the Titan Student Union (including pro-staff, lighting, HVAC, custodial and setup) have increased, rental rates have fallen below recovering cost to put on the events.

PROPOSAL

Increase the chargeback amount for Titan Student Centers managers, setup crew, attendants, Information & Services ticket sellers, lifeguards, and instructors assigned to work event as part of reservation requests throughout the University Conference Center, Titan Recreation, and Titan Bowl & Billiards. (see attached documentation)

Increase room rental rates for CSFU departments, private use, Extended Education, off-campus, special events and filming.

Rate sheet with proposed increases in **RED**, below.

RATIONALE

Current fees do not support the salaries and benefits associated with Titan Student Centers student staff assigned to work events. As costs associated with student wages (including minimum wage and benefits) increase each year, the hourly fee charged to clients for these services must be increased. Absent the increase, the income associated with the labor assigned to a reservation will not be sufficient to cover the expense of assigning the labor. Proposal brings costs to client at a level higher than the scheduled minimum wage increases through 2021 in order to keep the costs of planning a reservation on the client, rather than passing those costs along to the Titan Student Centers. Similarly, as rates for staffing and energy continue to rise, the cost recovery for room rent has increased.

IMPACT

Student organizations, on- and off- campus clients will see an increase in labor chargeback for event staffing and non-student organizations will see increase in rental fees.

BUDGET IMPACT

Lower expenditures by the Titan Student Centers to host events. Updated labor rates will project an increase in gross revenue by approximately \$20,260 for 2020 in the Titan Student Centers. Updated University Conference Center room rates will project an increase in gross revenue by approximately \$130,000 over 33 months.

IMPLEMENTATION TIMELINE

New rate structures will be implemented December 1, 2019 on all new reservation requests. Existing, confirmed reservation requests will remain at the rates assigned on confirmation.

Proposed 19-20 UCC Room Rental Rates Chart

Event Spaces	ASI/TSU	CSUF Departments	Private Student/Staff Use		Extended Education	Off-Campus	Weddings	Commercial
	Student Orgs.	Schools	Student	Staff			Bar/Bat Mitzvahs	
	Alumni Orgs.	Support Groups					Quinceañeras	
Pavilion ABC	N/C	940	1315	1505	1880	2800	3195	1350
Pavilion AB	N/C	620	870	990	1240	1900	2110	900
Pavilion BC	N/C	620	870	990	1240	1900	2110	900
Pavilion A	N/C	310	435	495	620	950	1055	450
Pavilion B	N/C	310	435	495	620	950	1055	450
Pavilion C	N/C	310	435	495	620	950	1055	450
Atrium	N/C	310	435	495	620	950	1055	450
South Patio	N/C	195	275	310	390	585	665	450
Titan Theatre	N/C	95	135	150	190	285	325	450
Pub	N/C	155	215	250	310	465	525	450
Food Court - East	N/C	155	215	250	310	465	525	450
Food Court - West	N/C	155	215	250	310	465	525	450
Courtyard	N/C	155	215	250	310	465	525	450
Mainframe Patio	N/C	50	70	80	100	150	170	300
Amphitheatre	N/C	45	65	70	90	150	155	450
Quiet Lounge	N/C	70	100	110	140	210	240	450
Alumni/Fireside Lounge	N/C	70	100	110	140	210	240	450
Bowling Area								450
TV Lounge								450
Billiards								450
Hallways								200

Proposed 19-20 UCC Room Rental Rates Chart

Meeting Spaces	ASU/TSU	CSUF Departments	Private Student/Staff Use		Extended Education	Off-Campus	Weddings Bar/Bar Mitzvahs Quinceañeras	Commercial Filming
	Student Orgs.	Schools Support Groups	Student	Staff				
Alvarado A	N/C	45	65	70	90	140	150	150
Alvarado B	N/C	45	65	70	90	140	150	150
Alvarado AB	N/C	90	125	145	180	270	310	150
Bradford A	N/C	30	40	50	60	90	100	150
Bradford B	N/C	30	40	50	60	90	100	150
Bradford AB	N/C	60	85	95	120	180	200	150
Gabrielino	N/C	85	120	135	170	260	290	150
Gilman A	N/C	30	40	50	60	90	100	150
Gilman B	N/C	30	40	50	60	90	100	150
Gilman AB	N/C	60	85	95	120	180	200	150
Hatschek A	N/C	30	40	50	60	90	100	150
Hatschek B	N/C	30	40	50	60	90	100	150
Hatschek AB	N/C	60	85	95	120	180	200	150
Legislative Chambers 1	N/C	45	65	70	90	140	150	150
Legislative Chambers 2	N/C	45	65	70	90	140	150	150
Legislative Chambers 1&2	N/C	90	125	145	180	270	310	150
Ontiveros A	N/C	45	65	70	90	140	150	150
Ontiveros B	N/C	45	65	70	90	140	150	150
Ontiveros C	N/C	45	65	70	90	140	150	150
Ontiveros AB	N/C	90	125	145	180	270	310	150
Ontiveros BC	N/C	90	125	145	180	270	310	150
Ontiveros ABC	N/C	135	190	215	270	410	460	150
Presidents' Room	N/C	45	65	70	90	140	150	150
Steams	N/C	30	40	50	60	90	100	150
Tuffree A	N/C	30	40	50	60	90	100	150
Tuffree B	N/C	30	40	50	60	90	100	150
Tuffree AB	N/C	60	85	95	120	180	200	150



N/C = No Charge



ASSOCIATED STUDENTS INC

**TITAN STUDENT CENTERS BOARD OF TRUSTEES
PROPOSAL
FALL 2019**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Position	2019 Avg. Student Salary	2019 with Benefits	Current Chargeback	Avg. 1/1/2020	2020 with Benefits	Avg. 1/1/21	2021 with Benefits	Proposed Rate	Projected FY Gross Revenue
TSU									
TSU Building Manager	\$ 14.67	\$ 16.16	\$ 17.00	\$ 15.67	\$ 17.26	\$ 16.67	\$ 18.36	\$ 19.00	\$ 7,100
TSU Setup Crew	\$ 12.28	\$ 13.63	\$ 14.00	\$ 13.28	\$ 14.74	\$ 14.28	\$ 15.85	\$ 16.00	\$ 160
TBB Desk Attendant	\$ 12.28	\$ 13.63	\$ 14.00	\$ 13.28	\$ 14.74	\$ 14.28	\$ 15.85	\$ 16.00	\$ 1,040
Info & Services Staff	\$ 13.19	\$ 14.41	\$ 13.00	\$ 14.19	\$ 15.27	\$ 15.19	\$ 16.35	\$ 17.00	\$ 660
SRC									
SRC Building Manager	\$14.67	\$16.16	\$17.00	\$15.67	\$17.26	\$16.67	\$18.36	\$ 19.00	\$2,150
Intramural Official	\$12.56	\$13.94	\$15.00	\$13.56	\$15.05	\$14.56	\$16.16	\$ 17.00	\$1,200
Desk Attendant/ Intramural Attendant/ Rockwall	\$12.28	\$13.63	\$14.00	\$13.28	\$14.74	\$14.28	\$15.39	\$ 16.00	\$5,500
Fitness Instructor	\$25.00	\$27.74	\$30.00	\$25.00	\$27.74	\$25.00	\$27.74	\$ 30.00	\$1,500
Lifeguard	\$14.67	\$16.16	\$17.00	\$15.67	\$17.26	\$16.67	\$18.36	\$19.00	\$950

Benefits currently adds approximately 10.97% to staff wages

Unemployment Insurance = .57%

Workers Compensation = 2.25%

FICA = 7.65% (summer)



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