



Minutes

Titan Student Centers Board of Trustees

📅 Wed January 29th, 2020

🕒 1:30pm - 3:30pm PST

📍 Titan Student Union Board Room

👥 In Attendance

I. **Call to Order**

Douglas Kurtz, TSC Board of Trustees Chair, called the meeting to order at 1:33 p.m.

II. **Roll Call**

Members Present: Aguilar, Brem, Budisantoso, Carlsen, Evans, Flowers, Greco, Kurtz, Nikopour, Reveles, Rix, Sadat, Shabak

Members Absent: Aguilar*(E), Sharma

Liaisons Present: Collins, Scialdone, Wiley

Liaisons Absent: Martin, Masoud

According to ASI 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 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: (Reveles-m/Sadat-s) Kurtz informed the Board of Trustees that Aguilar would need to leave the meeting early due to a campus meeting. Absences were excused by unanimous consent.

III. **Approval of Agenda**

(Reveles-m/Zirzow-s) The agenda was amended to reflect approval of the December 4, 2019 meeting minutes. The amended agenda was approved by unanimous consent.

IV. **Approval of Minutes**

a. **10/09/2019 TSCBOT Meeting Minutes**

(Evans-m/Shabak-s) The December 4th TSC Board of Trustees minutes were approved by unanimous consent.

V. **Public Speakers**

Members of the public may address Board of Directors members on any item appearing on this posted agenda and matters impacting students.

- o Dr. Meredith Basil Assoc Director of Athletics, spoke to the BOT relating to the upcoming Career Expo. She shared that additional information would be provided. Encouraged all members to attend.

VI. **Time Certain**

a. **1:45 p.m. Auxiliary Services Corporation Roscoe's Deli Update ~ Kissel & Lynch**

Chuck Kissel, ASC Executive Director/CEO and Tony Lynch, ASC Director Campus Dining, presented an update report on the Roscoe's Deli project in the Titan Student Union (TSU). The presentation and Proforma report are an attachment to the minutes. Kissel and Lynch answered questions from the Board.

Questions:

- Explanation of the Rental amount on the Proforma.
- When was the Proforma completed, and why so late in the process when the promise was to open spring 2020. The timing of the Proforma was based on approval of drawings.
- Was there any income study done during the process. If it had been done in 2017 would the amount have been better/worse. No study was conducted early in the process. The outcome would have likely been similar.
- Clarification on the dates presented on the form.
- Pop-up Pub space allocation/location. The suggested space for the Pop-up concept would be the quiet lounge/patio. The Art Gallery would remain as is.
- Pop-up Pub, any idea who would provide beer, i.e. Bootleggers/alumni business. Details have yet to be worked out, pending approval of the concept.
- Any thought to moving Togo's out and replace it with Roscoe's. - Cost to run Togo's or Roscoes would require kitchen infrastructure in the space allocated.
- Under Roscoe's limited to their rules. Under Pop-up concept, there is more flexibility to run under own rules/guidelines.
- Pop-up option, what are the cons. - ABC food/alcohol approval
- Asbestos issue - how would any other option be impacted. - Issue would need to be assessed and addressed. Campus would need to approve moving forward without any remediation.
- Who would be financially liable for Pop-up option. - ASC full liability. Would work with Athletics and ASI on the design and setup.
- Design costs would be included in budget for the concept.
- Would there be an agreement with rent/commission to ASI. The Pop-up would receive commission similar to existing food concepts in the TSU.

VII. **Reports**

a. **Chair ~ Kurtz**

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

b. **Vice Chair for Facilities ~ Rix**

Raechel Rix, Vice Chair for Facilities, provided a written report for the Facilities Committee. The report is an attachment to the minutes.

c. **Vice Chair for Operations ~ Sharma**

No report.

d. **Associate Executive Director ~ Wiley**

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

e. **Board of Directors Designee ~ Reveles**

Marcus Reveles, ASI Board Designee, introduced himself and provided an update from the Board.

- Breakfast with the Board - collaboration with BOD & BOT, breakfast burritos. More info will be provided.
- Roscoe's presentation came to the BOD. Hoping the BOT will find a good solution for students.
- Campus Security Camera's , consultant spoke to the Board about where to put cameras, where to update, how to best improve security on campus in light of recent events.
- Question, what impact for BOT, SRC, and what expense there would be.
- Any discussion on cameras around bike storage areas.

Wiley shared a consultant provided a report to the BOD. There were no specific details in regards to where cameras would be placed or who bears the cost.

f. **President's Designee ~ TBD**

Aaron Aguilar, President, reported on the resignation of Mansi Kalra, VP. Scholarships are now open until March 6th. The Exec Officers and BOD members will be taking on additional duties from the VP position. Aguilar shared Kalra stepped down due to incidents of harrasment and encouraged all students to reach out if they experience any harrasment or concerns. Upcoming projects, Wellness Survey results are in, working on a qualitative report and will share more information. You @ Fullerton pilot program is in process. Basic Needs more information coming, Food Pantry project. Be on the watch for the, CA Higher Education Summit, including Sacramento Lobby efforts, the application to attend is open and is due Friday by 5pm. ASI Speaker Event with Winston Duke on Monday. Campus Safety Forum will be held this week.

VIII. **Unfinished Business**

a. **NONE**

IX. **New Business**

a. **Discussion: Roscoe's Deli (Kurtz)**

The Board will discuss the Roscoe's project following the update from ASC.

Kurtz opened discussion on the Roscoe's Deli project. This is a discussion on what the Board thinks about the options presented. The Board discussed:

- Evans, dissapointed in the late notice that the concept is cost prohibitive. Feels bad for students who have spent years waiting for this concept to open. The second option is something to consider.

- Breem, should the Board look at other companies instead of Roscoes?
- Scialdone suggested moving to a longer term agreement with another chain, could move to Pop-up as a short term option.
- Greco, long term with Roscoe's seems flawed. Roscoe's is limited in service to students, and it probably a reason for the deficit. Should consider what enhances the student experience at CSUF. Option 2/Pop-up with a sports bar theme could be a great option for students, and there is no cost liability to TSC.
- Carlsen, when did management learn about the potential loss/deficit.
- Budisantoso Option 2 seems the best option, great programatic option, other campuses have pub concepts. Great for development, alumni.
- Breem, would option 2 be able to be developed by Fall 2020.
- Kurtz liked the concept Option 2 as a short term solution, look for a longer term option down the road. Potentially attract other vendors
- Zirzow, would asbestos issue affect the timing.
- Fehrn, presentation today was not shared with Building Engineer or Associate Director of TSU. Flooring is okay for use unless it is disturbed. Abatement process can generally be done quickly.
- Evans recommended that a survey be put together to reassess the students needs for a pub like concept.
- Greco why would a survey be needed from students.
- Evans it is important to know that we are meeting the needs of students, confirmation would not take long and gathering student feedback is important.
- Breem shared moving away from food court since there is beer should not be a problem. What questions would be asked in survey. Evans shared sample/potential questions.
- Greco how would the survey be administered. Evans utilize ipads around TSU or other options.
- Kurtz it would be nice to make the survey part of Breakfast with the Boards event.
- Sadat great option for commuters.
- Evans bringing this to the light for student awareness is a good thing.
- Reveles it would be a good thing to releave some of the impacation in the food court.
- Greco like the suggestion Budisantoso made regarding the alumni.
- Rix asked if Club 57 offers alcohol. If so, are we trying to mimick 57.
- Budisantoso shared when alumni hosts events with alcohol the events are very popular. Believes it would not be an issue. Many events hosted in Pavilion would be convenient.
- Kurtz programming events would provide good opportunities.
- Breem would it be possible for Fullerton to brand their own pub.
- Greco clarified, Option 2 is CSUF, not Roscoes.
- Evans asked what is the difference between Pub and Pop-up. Wouldn't they be the same.
- Budisantoso main difference one provides food, the other does not. Pop-up provides more flexibility.
- Fehrn shared an overview of the Pub when it was open earlier in TSU, food and alcohol were provided, the space was occupied. ASC oversaw the operation and tried to make it more of a sports bar concept. According to ASC the location did not produce the profit they expected. Encouraged the Board to look into what will be different. Requirement in place that says alcohol would be provided by ASC and food by ASC. Will need to revisit existing agreements etc.
- Evans does the BOT need to rescind the proposal for Roscoe's and space allocation.
- Wiley role of BOT approval of pub concept, approval of utilization of space. No need

to take action to undo proposals. Make an official statement regarding not subsidizing Roscoe's buildout or the deficit.

Kurtz start working on survey to gain student input in regards to pub concept. Share any thoughts or concerns to bring to ASC. Will continue to discuss this moving forward. Share any strong thoughts moving forward. Brem asked if ASC can address how this will succeed versus the platform used in the past. Greco invite ASC back to talk about option 2. Tapper ask if ABC would approve Pop-up concept. Wiley BOT role, this was not an issue that the Board did anything wrong. This is an ASC project management issue. Asking what ASC will do to ensure the concept is successful is prudent. Brem suggested including forecast/financial analysis earlier in the process.

b. Discussion: Winter Break Trip - SRC (Kurtz)

The Board will discuss what they learned from the Student Recreation Centers they visited over the winter break.

Kurtz asked the Trustees who attended the Winter Break Trip to share an overview from their visit to the various SRC facilities.

- Visited several campuses to review SRC, Food Pantry, and Student Unions
- Evans shared information about the Stanford campus, outdoor adventure program, REI feel for the space, three stories.
- Breem shared thoughts about San Francisco State, three pools/all ADA accessible, sauna, great hangout space.
- Nikopour Berkeley had a shoe donation area.
- Rix initially had 19-20 racketball courts. Changed the spaces into different rooms for different spaces, rowing, boxing, spin room.
- Aguilar many indoor tracks not being utilized.
- Kurtz many tracks are around the building with different turns. Some figure 8 tracks.
- Breem at SJS isolated basketball court with different uses, Basketball, indoor hockey, soccer, badmitten, many uses.
- Rix Skateboard racks at almost every school. Most campuses shared highly utilized.
- Nikopour many schools had machines for disabled/injured/wheelchair accessible.
- Kurtz Berkeley had a machine to help circulation.
- Evans skateboards were allowed on Stanford and Berkeley, but not SJ State.
- Kurtz CS East Bay Wellness Center in back of Rec Center, massage, relaxation room, etc. Graphics/colors/decor very nice. Employee of the month.
- Breem Berkeley had pictures of Athletes sponsors; Olympians from the school.
- Kurtz ways to enhance walls, use pictures/photos of students, ask for sponsors to cover the cost.

c. Discussion: Winter Break Trip - Food Pantry (Kurtz)

The Board will discuss what they learned from the Food Pantry locations they visited over the winter break.

Kurtz opened the floor to discussion on the Food Pantry concepts based on the locations visited during the winter break trip.

- Evans shared Baker attended the trip and took notes on the Food Pantry, reach out if interested in more information. East Bay had student athletes gather unused hygiene products to bring back to the pantry after traveling for competitions.
- Breem East Bay repay parking tickets by donating to the Food Pantry.
- Kurtz UC Berkeley App for food pantry, hours, what's available, etc.
- Evans locations of Food Pantry at various campuses were not front and center.
- Kurtz UC Berkeley Clothing available near Food Pantry.

- Nikopour East Bay's food pantry collect coupons and make them available to students.
- Kurtz Stanford not able to visit Union/Food Pantry; SF State Union closed and did not see Food Pantry.

d. **Discussion: Winter Break Trip - Student Unions (Kurtz)**

The Board will discuss what they learned from the Student Unions they visited over the winter break.

Kurtz opened the floor to discussion on the Student Union locations visited during the winter break trip.

- Nikopour Vending Machine for school supplies was interesting (scantrons, pencils, etc). Evans those things are available at the Yum/bookstore.
- Kurtz charging station that allows you to lock your phone up while they charge. Highly used. Seems to be a great option to consider for the TSU. East Bay outside of the Pavilion, wall that opens up. Possibly in the lounge area that would open up to the patio.
- Evans great trip, cool concept that would be good for future boards to consider doing.
- Kurtz Berkeley universal bathroom with lockers. San Jose State Union campus logo. BOD office space concept.

e. **Information: Boardable Board Management Software (Kurtz)**

The Board will receive information on the board management software program, Boardable, from Drew Wiley, Associate Executive Director.

Kurtz asked for a motion/second to table information on Boardable software program to next meeting. (Evans-m/Reveles-s). The item was tabled until the February 12th meeting by unanimous consent.

X. **Announcements/Member's Privilege**

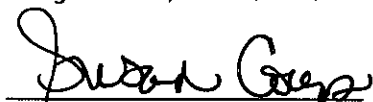
- Evans asked Kurtz if he could send an email about the conferences and dates and questions he wanted responses for.
- Carlsen Fitness and Wellness Coordinator interviews are coming soon.
- Wiley invite for Boardable was sent to all. Please sign in, get comfortable.
- Budisantoso, Alumni scholarships open, due by March, \$1,000 awards. Dinner with 12 Titans please sign up.

XI. **Adjournment**

Douglas Kurtz, Chair, adjourned the meeting at 3:26 p.m.



Douglas Kurtz, TSC Board of Trustees Chair



Susan Collins, Recording Secretary

Roll Call 2019-2020

01/29/2020 TSCBOT MEETING

Attendance	TSCBOT Trustees (Voting Members)		
		Present	Absent
Student Trustee	Aguilar	1	
Student Trustee	Breem	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
RSA Rep.	Zirzow	1	
ASI Pres. Rep.	Aguilar	1	
ASI BOD Rep.	Reveles	1	
Alumni Asso. Rep	Budisantoso	1	
Univ. President's Rep.	Flowers		1
Academic Senate Rep.	Greco	1	
Chair	Kurtz	1	
		Present	Absent
		14	2

*E

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	
		3	1

REPORT:

- Over the break had family time and attended a retreat.
- This semester we will be moving along faster than the first.
- For some direction, the following are a few things we will be working on this semester
 - Roscoes, SRC Operating hours, the budget, theater renovation, SRC expansion, breakfast with the boards, and club office space.
 - ACUI is March 15th to 18th, if you would like to attend please text me by Monday with the following: Why you would like to attend, and what do you expect to gain.
 - NIRSA is April 18th to 21st, same as above
 - I will save my recap of the winter trip for later in the meeting.

Raechel Rix, Vice Chair Facilities:

- Hello everyone! Welcome back to this Spring semester. I hope everyone had a restful break.
- Over the break, me and some other trustees toured different campuses in the San Francisco area, and we have some new ideas. As far as the Theater Remodel, we have begun writing the proposal, as well as we have looked into different ideas that can be a possibility for the space. This is probably going to be our biggest project this semester. Other projects we are working on include the mammoth, possibility of a SRC expansion, and possibly changing the process for applications for Club Office Space.
- It's going to be a great semester!



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TO: Titan Student Centers Board of Trustees

FROM: Drew Wiley, Associate Executive Director

SUBJECT: Regular Meeting Update Report

DATE: 29 January 2020

Student Government Retreat

- Thank you to those that attended the January student government retreat
- I am excited to see the outreach and project work that will go on this semester

ASI Presents Actor Winston Duke

- ASI Programming has a new event happening this Monday, Feb 3 at 7pm in the Pavilions
- This is part of a new speaker event series we have been working to launch over the past couple years

ASI Scholarships Program

- The ASI Scholarship program provides a variety of opportunities for students in both the Fall and Spring semesters
- Please consider signing up to help grade scholarships; we need leaders from the Board of Directors and TSCBOT to grade these applications and award the scholarships

Wayfinding Displays

- New wayfinding displays continue to be installed
- Displays now include student leader's office hours

WEPA Printing

- After piloting the WEPA print system, usage statistics did not meet requirements and WEPA discontinued their service
- We are currently exploring a new solution with Campus IT that will integrate to their existing printing system

Employee Recognition Program Display Cases

- Working to procure and identify locations for new display cases for this program
- The cases will also provide a place to list currently available ASI student employment positions

Titan Recreation Fall Statistics

- Total turnstile count: 203, 322
- F45 Memberships: 686 unique students, 81 unique faculty/staff, \$10,455 revenue generated

Current Professional Staff Searches

- Building Engineering—Office Coordinator
- Building Engineering—Building Engineer
- Children's Center—Lead Teacher
- Leader and Program Development—Office Coordinator
- Titan Recreation—Fitness & Wellness Coordinator

Request to add a new food service: Roscoe's Famous Deli

PRESENTED TO: Titan Student Centers Governing Board

MEETING DATE: Programs and Services; April 26th, 2017

PRESENTED BY: Jared Hill

BACKGROUND

The TSU is the center of campus life and student engagement. It serves as a place to gather before sporting events, relax between classes, and socialize with friends and colleagues. Over the years, The Pub has had a steep decline in popularity and ASI and ASC began to work together to provide a local brand name, which resonates with students, to the CSUF campus. Roscoe's Famous Deli is at the heart of Downtown Fullerton and is a very popular location.

PROPOSAL

Request to add a new food service: Roscoe's Famous Deli.

RATIONALE

Roscoe's is a local favorite that specializes in top of the line sandwiches combined with an eclectic and creative atmosphere. Serving full or half sized sandwiches as well as a variety of sides and alcoholic beverage options, Roscoe's will serve as the replacement and revitalization for The Pub concept.

IMPACT

With summer construction, a minimum amount of students will be impacted.

BUDGET IMPACT

There is a minimal budget impact associated with the proposal. It is expected that all costs associated with this project will be absorbed by ASC.

IMPLEMENTATION TIMELINE

With construction taking place primarily in the months of June and July of 2017, we can hope to have this foodservice change completed by the start of Fall 2017.

Request to reassign the use of the Mainframe Computer Lounge and Quiet Lounge.

PRESENTED TO: Titan Student Centers Governing Board

MEETING DATE: Facilities and Operations Committee; Wednesday, April 26th, 2017

PRESENTED BY: Jared Hill, Titan Student Centers Governing Board Chair

BACKGROUND

For several years, the Pub has been a neglected space that is underutilized and hidden from student engagement. It has limited lighting and does not provide the seating and outdoor accessibility needed to make it a welcoming space for student life. For months, TSC student and staff leadership has been working with ASC and Brailsford & Dunlavey to locate a new space that is both welcoming and opportune for revitalization.

PROPOSAL

The Titan Student Centers Governing Board will consider converting the Mainframe Computer Lounge & Patio as well as the Quiet Lounge into the location of our Pub concept.

RATIONALE

The Mainframe Computer Lounge & Patio and Quiet Lounge are located at the hub of student life in the TSU. Offering indoor/outdoor seating as well improved foot traffic to the rest of campus, these locations will be able to merge into the ideal Pub location.

IMPACT

The impact of the closure of these facilities will be minimal. Both locations are currently underutilized and as ASI hopes to expand the laptop rental program in the future the need for the computer lounge will continue to decrease. Since the Information and Services Desk has moved to the TSU Expansion, the foot traffic to the Quiet Lounge has been minimal. With the findings from Brailsford & Dunlavey, the Titan Student Centers Governing Board will consider new and innovative work spaces for students at a later date.

BUDGET IMPACT

There is no budget impact associated with the proposal. It is expected that all costs associated with this project will be absorbed by ASC.

IMPLEMENTATION TIMELINE

Reassignment of the rooms would be effective June 2017.



Roscoe's Pub & Deli Update

Chuck Kissel and Tony Lynch

Project Financial Challenges

- Capital Expenditure estimated at \$1M+
 - Space has a lot of unknowns
 - Space tested positive for asbestos and requires abatement
- ASC commitment remains at \$500K
 - ASC has spent approximately \$100K to date with due diligence
- Project Forecast shows operation with a net loss of \$192K per year
 - Project has no commission to ASI

Capital Expenditure Breakdown (\$985,510)

Project Options

- Option 1
 - Proceed with project
 - ASC commits \$500K
 - ASI commits remainder of capital outlay, estimated at \$500K+
 - ASI covers operational loss, estimated at \$192K/yr

Project Options (cont.)

- Option 2
 - Consider pop-up pub concept
 - Branding working with ASI and Athletics
- Option 3
 - Do not proceed with project and work together to identify other opportunities

Option 2: Pop-up Pub



		JULY 20	AUG	SEPT	OCT	NOV	DEC	JAN 21	FEB	MAR	APR	MAY	JUN 21	Estimated TOTAL	%
Postage and Delivery	04225 8212	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Supplies-Office	04225 8146	0	50	50	50	50	50	50	50	50	50	50	50	550	0%
Supplies-Cleaning	04225 8206	0	135	510	540	375	270	135	480	405	540	405	0	3,795	2%
Depreciation	04225 8122	0	8,338	8,338	8,338	8,338	8,338	8,338	8,338	8,338	8,338	8,338	8,338	91,713	48%
Services-Bank Charges	04225 8108	0	25	25	25	25	25	25	25	25	25	25	25	275	0%
Credit Card Fees	04225 8181	0	270	1,020	1,080	750	540	270	960	810	1,080	810	0	7,590	4%
Insurance-General	04225 8132	83	83	83	83	83	83	83	83	83	83	83	83	1,000	1%
Repairs & Maintenance	04225 8142	300	300	300	300	300	300	300	300	300	300	300	300	3,600	2%
Maintenance-Pest Control	04225 8152	75	75	75	75	75	75	75	75	75	75	75	75	900	0%
Maintenance-Contracts	04225 8169	0	617	617	617	617	617	617	617	617	617	617	617	6,787	4%
Supplies-Merchant	04225 8192	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1%
Supplies-Uniforms	04225 8197	500	0	0	0	0	0	0	0	0	0	0	0	500	0%
Paper Supplies	04225 8215	0	203	765	810	563	405	203	720	608	810	608	0	5,693	3%
Donations	04225 8157	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Rental-Building/Space	04225 8153	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	18,998	10%
Services-Contracted	04225 8120	833	833	833	833	833	833	833	833	833	833	833	833	10,000	5.3%
Safety/Security	04225 8220	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Trash Removal	04225 8172	0	225	225	225	225	225	225	225	225	225	225	225	2,475	1%
Utilities	04225 8177	0	300	300	300	300	300	300	300	300	300	300	300	3,300	2%
Employee Text Incentive	04225 8170	0	0	0	0	0	0	0	0	0	0	500	0	500	0%
Employee Development	04225 8144	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Dues, Membership, Subscription	04225 8117	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Public Relations	04225 8148	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Equipment-Expendable	04225 8130	0	750	0	0		0	750	0	0	0	0	0	1,500	1%
TOTAL NON-PAYROLL EXPENSE		3,550	15,301	17,457	17,689	16,411	15,597	15,301	17,225	16,643	17,690	17,143	12,605	182,610	96%
TOTAL EXPENSE		10,348	23,659	30,495	30,728	27,889	25,515	23,780	30,743	28,482	26,168	28,982	19,403	306,192	161%
OTHER INCOME															
OTHER OPERATING INCOME	04225 6500	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
TOTAL OTHER INCOME		0	0	0	0	0	0	0	0	0	0	0	0	0	0%
NET INCOME/(LOSS)		(10,348)	(19,474)	(14,685)	(13,988)	(16,264)	(17,145)	(19,865)	(16,823)	(16,737)	(10,508)	(17,237)	(19,403)	(192,477)	-101%