



Minutes

Titan Student Centers Board of Trustees

📅 Wed September 30th, 2020

🕒 1:30pm - 3:30pm PDT

📍 Zoom Meeting <https://fullerton.zoom.us/j/95892835842>

👤 In Attendance

I. **Call to Order**

Christopher Carlsen, Chair, called the meeting to order at 1:31 p.m.

II. **Roll Call**

Members Present: Brem, Budisantoso, Carlsen, Estephanian, Flowers, Garcia, Herrera, Lee, Linares, Martin, Nikopour, Reveles, Sanchez, Sadat, Shabak, Wong

Members Absent: Luo

Liaisons Present: Allen, Masoud, Scialdone

Liaisons Absent: None

According to the 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.

* Indicates that the member was in attendance prior to the announcement 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.

III. **Approval of Agenda**

Decision: (Sanchez-m/Linares-s) The agenda was approved by unanimous consent.

IV. **Approval of Minutes**

Decision: (Garcia-m/Linares-s) The September 2, 2020 meeting minutes were approved by unanimous consent.

a. **09/02/2020 TSCBOT Meeting Minutes**

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.

VI. **Time Certain**

None

There were no Time Certain presentations.

VII. **Reports**

a. **Chair**

Carlsen provided highlights from his written report. The report is an attachment to the minutes.

b. **Vice Chair for Facilities**

Shabak provided highlights from his written report. The report is an attachment to the minutes.

c. **Vice Chair for Operations**

Nikopour provided highlights from his written report. The report is an attachment to the minutes.

d. **ASI Associate Executive Director**

Allen provided highlights from her written report. The report is an attachment to the minutes.

e. **ASI Board of Directors Chair**

Linares provided highlights from the ASI Board of Directors. The written report is an attachment to the minutes.

f. **ASI President's Designee**

Reveles provided highlights from the Executive Officers. The written report is an attachment to the minutes.

VIII. **Unfinished Business**

a. **NONE**

IX. **New Business**

a. **Information: ASI Re-Entry Plan**

The Board of Trustees will receive information on the re-entry plans for the TSU and SRC facilities.

Jeff Fehr shared an update on how ASI has been planning the eventual return to campus operations. He shared information at the highest level, indicating that plans are in process incorporating health and safety protocols, regulatory guidance and campus requirements.

- Phase 1: Facilities are closed and most campus operations are virtual. There are a few essential staffers and processes that can only be done in the physical campus environment. Most of ASI staff work from home. This is categorized as the most restrictive category/environment.
- Phase 2: Once approved, some staff will return to on campus operations. The plan for the return to campus will include modified workspace/office areas (removal of furniture), modified wayfinding and restricted walkways to ensure physical distancing. All staff will be required to wear masks and follow health and safety guidance regarding hygiene (i.e. washing hands, using hand sanitizer, etc.) and the facilities will be cleaned on a more frequent basis. This is a lessor restrictive environment than phase 1.
- Phase 3, more staff will return to work on campus and facilities begin to open.
- All ASI facilities operate in different phases at different times.
- Goal is to keep the campus community and visitors to campus safe.
- As we begin to open, non-staff visitors will be allowed on an appointment only basis.
- All plans are subject to regulatory guidelines, approvals, and subject to change.
- Tapper reiterated that there are different phases for different buildings. Not all facilities will work under the same timeline.

Carlsen opened the floor to questions.

- Carlsen asked if Tapper had been in contact with other Rec Centers. Tapper confirmed Rec Center Directors meet on a regular basis.
- Tapper confirmed that there are three Rec Centers open for outdoor activities only. ASI is considering hosting Outdoor Adventure for off campus events, and possibly providing outdoor equipment rental.
- Brem asked Tapper what type of equipment students could rent. Tapper confirmed, any of the outdoor equipment that would be used in the program would likely be available.
- Carlsen asked about the phases and if there were written phases for the Rec Center. Tapper shared that a draft is being worked on now. All 23 campus Rec Centers are only focused on outdoor activities.

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

- Budisantoso shared from the Office of Alumni Engagement, graduates check out the page on the Grad BBQ. There are many giveaways and activities. Dinner with 12 Titans is continuing in the virtual space. One hour sessions, hosting up to 11 students. Some of the hosts include VP Oseguera, VP Forgues, CSUF Provost. There will be a beer tasting with Bootleggers event and virtual Happy Hours for students, faculty and staff.

- Carlsen shared he participated in Dinner with 12 Titans and encouraged students to consider signing up, it is a worthwhile activity. Scholarship grading is beginning and Trustees are encouraged to participate. Reach out if interested and available.
- Allen shared the importance of all students assisting with the grading of scholarship applications. Students are counting on the funding and the more individuals helping to grade the applications, the quicker the process will move forward. She urged the student leaders to participate. She further encouraged students to take advantage of the activities promoted by Alumni Engagement.

XI. **Adjournment**

Christopher Carlsen, TSC Board Chair, adjourned the meeting at 2:12 p.m.



Christopher Carlsen, Chair



Susan Collins, Recording Secretary

Roll Call 2020-2021

09/30/2020 TSCBOT MEETING

Attendance	TSCBOT Trustees (Voting Members)		
	Present	Absent	
Student Trustee	BREM, IDO	1	
Alumni Asso. Rep	BUDISANTOSO, JUSTINE	1	
Student Trustee	CARLSEN, CHRIS	1	
Student Trustee	ESTEPHANIAN, DAVID	1	
Student Trustee	GARCIA, MATTHEW	1	
Student Trustee	HERRERA, JOEY	1	
RSA Rep.	LEE, KRISTEN	1	
ASI BOD Rep.	LINARES, MARIA	1	
AS/Faculty Rep.	LUO, TING		1
Univ. President's Rep.	MARTIN, LARRY	1	
Student Trustee	NIKOPOUR, NIMA	1	
ASI Pres. Rep.	REVELES, MARCUS	1	
Student Trustee	SADAT, DELILAH	1	
Student Trustee	SANCHEZ, ALISON	1	
Student Trustee	SHABAK, SHAYAN	1	
Student Trustee	WONG, BRANDON	1	
		15	1

Attendance	TSCBOT Liaisons		
	Present	Absent	
ASI Assoc Exec Dir	Allen	1	
VP Admin & Fin Rep.	Masoud	1	
VP Student Affairs Rep.	Scialdone	1	
		3	0

Recording Secretary: Susan Collins



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TSC BOARD OF TRUSTEES
CHAIR REPORT
September 30, 2020

Christopher Carlsen, TSC Board Chair

REPORT:

- Earlier today met with Marcus, Skylar, and Maria. Keya Allen shared that the Children's Center will reopen soon with limited capacity.
- Last week met with Carol McDoniel and Gerald Miller to discuss the process of the upcoming budget.
- Last week I attended the Auxiliary Services Corporation (ASC) Board meeting where their Audit was reviewed and approved. They noted that the Carls Jr. and Starbucks are open on campus. Also mentioned that the renovation of the South Tower of the library is complete. They are currently renovating McCarthy Hall.
- This week I had a meeting with our Student Government Workgroup, where we discussed priorities for the future of ASI and how to increase student awareness of ASI.
- On Friday, September 18th I was able to help out at our Mobile Food Pantry. While I was there, I was able to inspect the allocated space for the Food Pantry. ASC moved their equipment out and now Jeff and his team are cleaning out the space.



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VICE CHAIR FACILITIES REPORT

September 28, 2020

Shayan Shabak, Vice Chair Facilities

REPORT:

- **At my Facilities meeting two weeks ago we went over past projects and ideas to help give committee members a better understanding of the type of work we do.**
- **We also had a great discussion where members of the committee shared some of their goals and ideas for the year. Some of these ideas were about the SRC while we also talked about student engagement for the virtual school year.**
- **I'll continue to keep everyone updated as we go through the year.**



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**TSC BOARD OF TRUSTEES
VICE CHAIR OPERATIONS REPORT
September 30, 2020**

Nima Nikopour, Vice Chair Operations

REPORT:

- At my committee meeting last week we discussed the SRC's Virtual Programming and ideas for advertising/outreach
- Until our next meeting, I'll be meeting with members of my committee to further discuss our specific goals for the semester



Associate Executive Director Report

Keya Allen

September 30, 2020



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Children's Center

- Innovations & Data
- Service
 - Advising for parents from the Children's Center
 - Advising for students from the Children's Center
 - Children's Center mailed educational resources to families. 52 resource packets were mailed out in the month of September.
 - Children's Center Provided over 150 varying resources via website.
- Children's Center provided 20 live zoom sessions

Children's Center

- Student Leader Onboarding and Training
- Children Center Director Met with Seleena Mukbel, ASI Board Chair to provide individualized program orientation.

Leader & Program Development

- Oct.1st AICA Multicultural Festival
- Oct.2nd Spoken Word ft. Chen Chen (collaboration with LGBT Queer Resource Center)
- Oct.9th Virtual Spoken word event *"Pasajes of Love and Migration with Danyeli"* (Collaboration with LCRC)
- Oct.16th Virtual Concert with Sitting on Stacy #3
- Oct.20th Titan Talks w/Fulsie
- We are also still having Street team meeting every 1st and 3rd Mondays at 5pm

Student Recreation Center

- 455 members participated in virtual fitness classes in September
- 60 members signed up for the hiking club
- 133 members signed up for running club
- 466 viewed the first Talks of the Wild with outdoor professionals
- Created a Mental Health newsletter for ASI staff
- Check your emails for monthly Titan Recreation newsletter that has upcoming events as well other good information

Marketing

- Updating the website to include searchable tables for agendas, minutes, open positions.
-
- Working with CCO to relaunch a condensed version of the Fully Informed podcast and Direct from the Board.
-
- Continually updating the Virtual Resources page with new content.

Titan Student Union

- Annual inventory completed
- Vote Center: 10/29 – 11/3 in Pavilion BC.
Drop off ballots in nearby parking lots.
- Food Pantry construction update:
Construction proceeding, wall and doorway added, flooring next.

Selene Hanna, Treasurer/Secretary:

Hi team, hope life is treating you well. We have two discussion items on the agenda this week on the Finance Committee – they are:

- ASI Scholarships
- Contingency Application Process

Some other important information to note:

- Executive Senate's first meeting is this Wednesday, September 23rd
- What is Exec Senate?
 - Monthly, every Funded/Funding council President and/or Treasurer attends a meeting chaired by the ASI VP and vice chaired by the ASI Treasurer/Secretary. This helps diffuse information and encourage discussion across ASI student orgs.
- When are the other Exec Senate meetings?
 - October 21st, November 18th, and December 9th

Joke of the week (from Erick): "Why can't a nose be 12 inches long?"
Answer will be given at meeting.

Take care everyone!
Selene Hanna

Seleena Mukbel, Vice Chair:

We won't be having a meeting this Thursday for Governance Committee.

Our next Governance Committee meeting will be on October 8th at 2:30 where we hopefully have allowed as much time for more applicants in the HHD Department to get interviewed during that meeting.

The first Children's Center Committee meeting will be on September 29th at 4:00 pm. Director of the center, Lydia Palacios, will be there to present the center's updates and operations.

Maria Linares, Board Chair:

Greetings ASI,

I hope you all had a restful weekend.

Meetings/Events:

- Had a "Welcome to BOD Check-in" with Anjali Iyer
 - We discussed some ideas she has around advocacy and reviewed ASI Bylaws and BOD Operations policy
- Attended Students for Justice in Palestine welcome meeting
- Attended Students for Quality Education welcome meeting
- Met with Sky to discuss ASI scholarships
- Finance and Governance
- Academic Senate on 9/10
- Nicole and I met with Dr. Stambough to discuss Proctorio
 - To learn more about Proctorio please click on this link <http://www.fullerton.edu/it/services/software/proctorio/>
 - Students are concerned with this program being used by faculty during exams
- Met with Khai, Seleena and Adriana to discuss ideas on promoting HHD vacancy
 - I emailed some HDD clubs and HHD Assistant Dean, she is promoting the vacancy widely
 - I provided details to Academic Senate and emailed faculty about it, they are promoting to their classes
 - Adriana and Khai will be working together on an ASI Instagram take over to promote the position
- TSC Operations and TSC Facilities
- ASI drive-thru Food Pantry
 - Helped check in students and passed out bags of food
 - ASI staff gave us a tour of the food pantry location
 - President Virjee, his wife Julie, and Danielle Garcia (Chief of Staff) were all in attendance as well
- Marcus, Nicole and I had a meeting with Dr. Vigil, and IT to discuss Proctorio functions and settings

Informational:

One of our many responsibilities as directors, is to grade ASI scholarship applications during both Fall and Spring semesters. Please continue promoting scholarships to all your councils, commissions, friends, classmates, etc. Additionally, please continue promoting HDD vacancy, ASI mobile food pantry, and all the amazing resources and events that exec is working on.

Academic Senate

Meeting 9/24/20 11:30am - 12:50pm

<https://www.fullerton.edu/senate/meetings/>

Have a wonderful rest of your week team. See you all (virtually) at our Board of Directors meeting.

Maria Linares

September 22, 2020
Board of Directors
Executive Officers Report

PRESIDENT

Marcus Reveles

Proctorio Amir Data and other outreach:

1. How many faculty members signed up for the Proctorio training?
FDC had 11 training during the summer, and 266 faculty attended.
2. How many faculty members activated Proctorio?
244 classes activated on Canvas and 126 classes activated on Moodle.
3. How many students have used Proctorio?
We don't have the data yet. We asked has asked Proctorio but yet receive an answer

Reminders:

- Be sure to watch Convocation if you have not already. Fram does a good job educating on the resources of the university.
- CSSA this past weekend
- Meeting with Provost Thomas and Skylar. Talked on how to support ASI and students.
- Chief Advisory Board Committee. I am the vice board chair and many members have discussed about wanting to focus on defunding the police and the feasibility around it as per demand of CFA.
- Register to vote!

VICE PRESIDENT

Skylar Soria

Hi everyone! I hope you had a good couple first few weeks and are now finding yourself in a rhyme for this semester. All Day A.S.I was a success! If you did not get a chance to watch the performances they are on the ASICSUF youtube account. The first Speak Yo Truth event of the year will be on September 22nd from 6-8pm.

Meetings

- Provost Dr. Thomas
 - Marcus and I discussed the official guidance for technology in classes regarding students' concerns of privacy and technology mishaps that protects them

from being marked against in their classes. If any student reaches out to you with these concerns please direct them to this website, <https://fdc.fullerton.edu/KeepTeachingTestingStrategies.php> . To get the proper information and assist them with getting incontact with the proper department chair.

- We brought up the concerns students have with Proctorio
- The provost tasked us with assisting her in getting students to sit on a student advisory board.
- Bobby Porter
 - Social Justice Week
 - This will be taking place in the spring semester.
 - Conference style for students and faculty
 - Speaker Series
 - Collaboration with ASI programming

Projects

- ASI scholarships are due **OCTOBER 9th**. They can be found on the asiwebsite!!
- Pass the ballot- Voter registration campaign
- Proctorio

CHIEF GOVERNMENTAL OFFICER

Lauren Nicole Loeb

Summary:

Last week I my Lobby Corps team and I did a recap of our first meeting and talked about what needed to be included in classroom visits and club visits. I have been sharing information regarding the Ballot Bowl and CSUF has been in first place for the last week. I attended the September Plenary this past weekend. Unfortunately, the PHRA resolution was sent to committee and will hopefully be voted on during the October Plenary.

Events/Meetings Attended:

- Ballot Bowl
- CSUF is in first place for the Ballot Bowl! Keep up the good work!
- CSSA September Plenary
- I attended the CSSA September Plenary along with my lobby corps coordinator designated to CSSA and Marcus, our ASI President.
- PHRA Meeting
- I met with students and faculty from different student groups amongst the Philipinx community interested in trying to get the PHRA Resolution passed at CSSA. After

discussion our next steps would be to pass a similar resolution through ASI and they would focus on a unity statement for other student orgs to show support.

Projects:

- My Lobby Corps team and I are preparing to give a PowerPoint presentation to ICC's at their first meetings where we will be talk about the upcoming election, and our policy agenda for the academic year.
- With the help of other student leaders in CSSA we are continuing to try and advocate for the PHRA resolution to be passed.
- I am working with my advisors and the Gov. Relations office to create a social media campaign surrounding information about the elections.
- Currently working on a resolution regarding civic engagement with Dr. Stambough, CCRO, ASI President, and BOD Chair, to be passed at Academic Senate. .

GOALS FOR NEXT WEEK:

- Start our social media campaign in time for National Voter Registration Day.
- Begin presenting information to classes and ICC's

ON-GOING:

- Continue to register students to vote through the Ballot Bowl link.
- Weekly check-ins with my advisor.
- 1-on-1 with the ASI President to discuss progress and goals.

CHIEF COMMUNICATIONS OFFICER

Khair Hoang

Summary:

Hello everyone, hope you all are well! Given the news that our campus and students will remain predominantly online throughout the spring semester, I spent a lot of time these last two weeks working with both my commissions and advisors to move away from an eventual "return-to-campus" mindset, and to focus our priorities and projects to best fit this time. For CEC, I worked with their director, Amanda, to reach out to Katie Savant in GOVRELS as well as different city departments to find collaborative projects to work on, like poll-working and park cleanups. The Comm. Team is moving ahead with drafting formal rules to allow certain student leaders temporary access to social media platforms for "takeovers" for specific student engagement pieces. The last major piece I want to share is a collaborative effort between myself and programming to bolster the Ambassador program through Street Team. Please make a sincere effort to participate in this program; as student leaders, your experience and guidance are incredibly influential in potentially supporting the development of new leaders.

Events/Meetings Attended:

- Meeting with CEC Director Amanda Alvarez and Katie Savant from GOVRELS
 - Planned initiatives that the CEC can work on and begin drafting for monthly events in collaboration with the city while still respecting social distancing guidelines. These plans include guides for students interested in being poll-workers, and a potential socially distanced park clean-up.
- Meeting with Art Serna and Jacob Fry to record ASI segment of Convocation video
- Meeting with Maria, Adriana, and Seleena to discuss HHD Marketing strategy
 - We decided to use this opportunity to have our first Instagram Takeover be with Adriana as she fields questions about the responsibility of a BOD member representing HHD to do more intentional outreach in engaging HHD students who may otherwise be hesitant to apply for the role.
- Comm. Team Weekly Meeting
 - Brief meeting to discuss Provost Edition Question Tuesday and Instagram Takeover guidelines.
- CEC Team Weekly Meeting
 - Amanda led the team through further planning for monthly events
- Meeting with Jacob and Mel from Programming to discuss the Ambassador program and create sign-up form(s) for student leaders and interested students

Projects:

- Encourage student leaders in ASI to sign up for the Ambassador program and elaborate further on the details of the program as well as the responsibility student leaders will be taking on. Finalizing the interest form with guidance from programming and Street Team before moving to Marketing and Design for promotion and addition to the ASI Website.
- Revise and update “Fully Informed” as well to be more informative and briefer for students, and hopefully increase their reach. This will be done by having short biweekly/weekly updates from ASI regarding events and resources, as well as monthly/bimonthly longer conversations with key campus individuals to elaborate on items of particular interest.
- Work with Art and Scott to begin filming and layout for the Direct from the Board series this year, with cautious understanding of bandwidth limitations given the amount of visual marketing ASI is utilizing this year.

GOALS FOR NEXT WEEK:

Here you will outline the goals and priorities that you will work on for the following week.

- Working with Art and Scott on the scheduling for the recording of both Fully Informed and Direct from the Board. Personally will begin drafting simple script outlines to be ultimately approved before recording.
- Work with CEC to finalize their event list and move into planning and marketing phase. May outreach to Street Team.

- Recruit student leaders for the Ambassador Program and begin Marketing for students-at-large who are interested.

ON-GOING:

- Attending the Comm. Team, CEC, one-on-one with the CEC Director, Programming, Governance Workgroup, University Events Committee meetings regularly
- Biweekly check-ins with my advisor

CHIEF CAMPUS RELATIONS OFFICER

Nicole D. Gillespie

Summary:

The last couple weeks have been spent finishing finding students for the IRA Fee Committee and starting to find students to fill other positions on campus-wide committees. I had meetings with my commissions, ESC and PAC, to discuss our plans for the semester. I along with some other ASI leaders are working on a Civic Engagement Resolution to present to Academic Senate. Additionally, ASI Board Chair, ASI President, ASI Vice President, and I met with Dr. Stambough to talk about the use of Proctorio and advocate for students who expressed concerns about the use of this program.

Events/Meetings Attended:

Proctorio Meeting

- Met with Dr. Stambough, ASI Board Chair, ASI President, and Vice President to discuss the use of Proctorio on campus to advocate for students who are using this semester

Academic Senate

- Academic Senate meetings take place every other week, last week we watched the first part of the Convocation video.

Environment Sustainability Commission meeting

- My commission met for the first time all together to discuss our ideas for the semester and are trying to establish a meeting schedule that works for all of us.

Presidential Appointee Commission meeting

- My commission had this planning meeting to discuss what the rest of the semester will look like and are trying to establish a regular meeting schedule.

Governance Committee Meeting

- The Governance Committee focused on the appointment for the Director for the College of Education and meets every other week.

Projects:

- Last week CGO, ASI President, and ASI Board Chair collaborated on a Civic Engagement resolution that will be presented to Academic Senate at their next meeting.

GOALS FOR NEXT WEEK:

- Continue talks about the use of Proctorio with faculty and getting statistics about the use of the program from Amir Dabirian.
- Develop schedule for commissions I oversee including Environmental Sustainability Commission, Presidential Appointee Commission and University Affairs Commission.

ON-GOING:

- Weekly check-ins with an advisor.

CHIEF INCLUSION & DIVERSITY OFFICER

Janica Michelle Martinez Torres

Summary:

Started training and planning SJEC commission programming and meetings. Met with Dr. Leano, Bayanihan Collective, Students Association for Asian American Studies (SAAAS), and PASA Kaibigan representatives concerning the Philippines Human Rights Act, met with Vyvyana (BSU president) during SJEC meeting. Spoke and talked with UPD Chief Aguirre at All ASI Leads meeting. Attended Academic Senate Diversity & Inclusion Committee meeting.

Events/Meetings Attended:

- Spoke with PASA, SJP, and SAAS about impending coalition committee
- Set up meetings with DIRC staff
- Held SJEC planning meeting, invited and spoke with Vyvyana Woolridge of BSU.
- Started reaching out about Coalition group with Students for Justice in Palestine, SAAAS, PASA, WGQSSA.
- Met with Dr. Leano, Bayanihan Collective, SAAAS, and PASA to discuss actions to support the Philippines Humans Rights Act
- Sat in Academic Senate Diversity & Inclusion Committee meeting and signed on to work on the Ethnic Studies requirement

Projects:

- Reaching out to establish a Coalition Committee made of community leaders from all campus.
- Collaboration in the works with AVP Bobbie Porter and several entities on campus for Social Justice Week and the Titans Together and Once Book, One CSUF campaign.
- Following up on actions to support the Philippine Human Rights Act.
- Working with DIRC/TDRC/QRC to program student ally training for campus at large.
- Fleshing out SJEC meetings and starting to reach out to folks/do research

GOALS FOR NEXT WEEK:

- Reach out to more communities and campus partners.
- Set up meeting with and DSS.
- Confirm pending appointments/meetings with campus partners
- Executing planning for SJEC
- Make headway on Ethnic Studies requirement

ON-GOING:

- Continue to build relationships and advocate for communities.
- Developing SJEC
- Work towards Social Justice week.
- Titans Together/One Book, One CSUF campaign