



Minutes

Titan Student Centers Board of Trustees

📅 Wed November 18th, 2020

🕒 1:30pm - 3:30pm PST

📍 Zoom Meeting <https://fullerton.zoom.us/j/92955581780>

👤 In Attendance

I. **Call to Order**

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

II. **Roll Call**

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

Members Absent:

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

IV. **Approval of Minutes**

(Wong-m/Sanchez-s) The October 28, 2020 TSC Board of Trustees meeting minutes, the October 14th Facilities Committee meeting minutes and the Operations Committee meeting minutes were approved by unanimous consent.

- a. **10/28/2020 TSCBOT Meeting Minutes**
- b. **10/14/2020 Facilities Committee Meeting Minutes**
- c. **10/14/2020 Operation Committee 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.

There were no public speakers.

VI. **Time Certain**

VII. **Reports**

a. **Chair**

Carlsen provided brief updates including notification of Joey Herrera's resignation from the Board of Trustees. During the winter break the application process will be opened. Carlsen sits on the search committee for the ASI Controller. Met with ASI Student Leaders and Provost Thomas, and she shared information relating to the use of Proctorio and the credit/no credit process.

b. **Vice Chair for Facilities**

No report.

c. **Vice Chair for Operations**

No report.

d. **ASI Associate Executive Director**

Keya Allen, Associate Executive Director, provided a report to the Board of Trustees. The report is an attachment to the minutes.

e. **ASI Board of Directors Chair**

Maria Linares, ASI Board Chair, provided highlights from the Board Leadership report. The report is an attachment to the minutes.

f. **ASI President**

Marcus Reveles, ASI President, provided highlights from the Executive Officer's report. The report is an attachment to the minutes.

VIII. **Unfinished Business**

- a. **NONE**

IX. New Business

a. **Information: TSC 1st Quarter Financial Report 2020-21**

The Board of Trustees will receive information on the first quarter financial report for the 2020-21 Titan Student Centers budget.

Carlsen yielded to Carol McDoniel, Director of Administration, to review the first quarter financial report. McDoniel reviewed the report, shared highlights of the current financial status, impact to the budget based on the virtual year, and she answered questions from the Board.

b. **Action: Proposal to Establish Food Pantry Operated by ASI (Operations)**

The Board of Trustees will consider approving a proposal to establish a Food Pantry operated by ASI in the Titan Student Union.

BOT 006 20/21 (Operations) A motion was brought to the Board of Trustees from the Operations Committee to approve a proposal to establish a Food Pantry Operated by ASI in the Titan Student Union.

Carlsen yielded to Nikopour to review the proposal and discussion from the Operations Committee. Nikopour shared that since the BOT has budget funds available, the Committee is proposing to allocate funds to support the Food Pantry project.

Wiley provided an overview of the proposal approved at the special committee meeting. Asha Nettles, LPD Coordinator and Drew Wiley, LPD Director provided a presentation on the Food Pantry project. The presentation is an attachment to the minutes.

Carlsen opened the floor to questions. There were no questions.

Carlsen opened the floor to discussion. Carlsen shared an overview of the budget allocation proposal and shared that funds would be provided from available funds in the TSC budget. Carlsen emphasized the outstanding work that has been done toward moving the project forward.

Allen thanked Wiley and Nettles for the work done on this project and the work toward supporting students in need.

Carlsen asked if there were any objections to moving into a roll call vote to approve the proposal establishing a food pantry operated by ASI in the Titan Student Union. There were no objections.

Decision: BOT 006 20/21 (Operations) Roll Call Vote: 15-0-0 The Board of Trustees approved the proposal to establish a Food Pantry Operated by ASI in the Titan Student Union

X. Announcements/Member's Privilege

- Linares shared that today is the last BOT meeting and it has been a pleasure working
- with the team this semester. Carlsen has done a great job advocating for the BOT and

students. The CSU Systemwide Committees are looking for student representatives to serve on several committees. She urged any interested leaders, or if they know of anyone who would be interested, please reach out. The information will be posted on the GroupMe.

- o Carlsen shared ACUI conference is 12/1-12/3, reach out to Wiley or Robles if interested in attending. A follow-up thank you to the Scholarship graders, Brem, Sanchez, Sadat, and Estephania. In light of this virtual environment, the Board of Trustees are committed to students and staff and the operation of the TSC facilities. Urged the Board to take time to consider what we can do to further support in the future.. Will be looking into capital expenditures in the spring. Thankful for this Board's committment.
- o Dr. Martin shared a Save the Date for a "Stay at Homecoming" event February 16-20.

XI. **Adjournment**

Christopher Carlsen adjourned the meeting at 2:54 p.m.



Christopher Carlsen, TSC Board of Trustees Chair



Susan Collins, Recording Secretary

Adopted by the ASI Board of Directors, 12/01/2020



Selene Hanna (Dec 4, 2020 17:31 PST)

Selene Hanna, Treasurer Secretary



Susan Collins, Recording Secretary

Roll Call 2020-2021

11/18/2020 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	VACANT		
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	0

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

Roll Call Votes		006		
		Yes	No	Abstain
Student Trustee	BREM, IDO	1		
Alumni Asso. Rep	BUDI SANTOSO, JUSTINE	1		
Student Trustee	ESTEPHANIAN, DAVID	1		
Student Trustee	GARCIA, MATTHEW	1		
Student Trustee	VACANT			
RSA Rep.	LEE, KRISTEN	1		
ASI BOD Rep.	LINARES, MARIA	1		
AS/Faculty Rep.	LUO, TING	1		
Univ. President's Rep.	MARTIN, LARRY	1		
VC Operations	NIKOPOUR, NIMA	1		
ASI Pres. Rep.	REVELES, MARCUS	1		
Student Trustee	SADAT, DELILAH	1		
Student Trustee	SANCHEZ, ALISON	1		
VC Facilities	SHABAK, SHAYAN	1		
Student Trustee	WONG, BRANDON	1		
Chair	CARLSEN, CHRIS	1		
		YES	No	Abstain
		15	0	0

*Joey Herrera Resigned 11/2020



Associate Executive Director Report

Keya Allen

November 18, 2020



CALIFORNIA STATE UNIVERSITY
FULLERTON™

Children's Center

- Hosting a Friendsgiving Community Sing-A-Long on Wednesday, Nov.18.
- Continuing to provide 20 virtual resources a week to the website.
- Provided Distance Learning, includes individualized learning for 25 of our subsidized low income families.

Leader & Program Development

- Drive Thru Food Pantry continues: 11/20 & 12/04
 - Food Pantry proposal passed at TSCBOT Operations, in agenda for today's TSCBOT
- Programming is finishing plans for virtual All Night Study
- Spring virtual programming planning in process
 - Will include collaborations with CSUF Homecoming and Social Justice Week
- Club Office and Locker space programs on hold for Spring semester

Student Recreation Center

- Titan Recreation offers team building
 - Virtual team building opportunities with Michael Brown (Outdoor Coordinator)
 - 30 minutes – 2 hours +
 - Have done team building with different club sports

Titan Student Union

- Screens installed in Pavilion last week
 - Projectors and wiring to be completed this week.

ASI Scholarships

- Received 400 scholarship applications
- Grading is complete next step is eligibility check.
- Scholarships checks will be delivered during finals week.

BOARD LEADERSHIP REPORT NOVEMBER 17, 2020

Selene Hanna, Treasurer/Secretary:

Hi team! Three more days until Fall Break – hope you all finish this week strong!

A few announcements:

- The Finance Committee meeting this Thursday 11/19 is canceled
- Executive Senate meets this Wednesday 11/18 to discuss budget timeline and expectations.
 - If councils cannot attend the Wednesday time, we are presenting the budget timeline again on Thursday at 10-11am and 1:30-2:30pm.
- The Investment Committee met last Monday – our investments look good!

Joke of the week (from George): What did the baby corn say to mama corn?
Answer will be given at the meeting.

Take care everyone,
Selene

Seleena Mukbel, Vice Chair:

- A resolution amending policy concerning executive senate
“ASI approved the application for SWANA to become a funding council commencing fiscal year 2021-2022”
- Philippine Human Rights Act resolution
- Promoting all post-election events and resources

Maria Linares, Board Chair:

Greetings ASI,

I hope you all had a restful weekend, only 5 weeks to go until Winter break.

Meetings/Events:

- Met with Luz, AICA chair for a one on one
- Met with Dr. Stambough and Nicole on 11/4 to discuss and advocate for CR/NC
- Met with Monique and Rebekah at their request to discuss board duties and guide them on resolution writing and advocacy
- Stopped by director's office hours
- Had a monthly check-in meeting with Dr. Vigil. We noticed the CSUF Health Center website needs some improvement on advertising about on campus COVID-19 testing so he is helping with this
- Student leadership meeting with VPSA Dr. Oseguera
- Met with Vice President of Student Affairs Dr. Oseguera.
 - ASI President, Vice President, TSC BOT Chair, and Dr. Dave Edwards were in attendance
 - We discussed CR/NC, SWANA community, commencement, Proctorio, UPD, Food Pantry, Student Recreation Center Fall 2021 update
 - Commencement: student affairs organized small focus groups to receive input from students. Students have been reached out to and are to contact Chalea Forgues for more information.
- Ethnic Studies Committee meeting 11/02
 - The committee reviewed Student Learning Outcomes for lower division and upper division courses. If you have any questions, please reach out to Janica as she is the official student voice on the committee. I attend just to listen in and stay informed
- Attended Speak Yo Truth event. It was inspiring hearing Bernard Velasquez speak!
- Academic Senate meeting
- Worked on CR/NC with a small group of faculty, administrators, ASI President, ASI Vice President, and Chief Campus Relations Officer
- Conversation with the CSU student trustees *event they hosted with CSSA staff*
- Ethnic Studies committee meeting 11/9
- ASI student government workgroup
- TSC Operations committee where we approved the food pantry proposal
- DIRC: Breaking Barriers with JJ Soria
- Attended the Cal State Student Association meeting this weekend
 - I am not required to attend but I enjoy listening to their discussions and what the other 22 CSU campuses are working on. For any questions

regarding CSSA, please reach out to Marcus and Lauren as they are our CSSA representatives. Reminder that these meetings are open to the public and you are welcome to attend. Here is the link to their meeting dates. <https://calstatestudents.org/meetings>

Informational:

- I have received your time certain presenters list. I will work with Susan on this, we will do our best to invite speakers from the list if we have room on the agenda.
- Thank you for all of your hard work with grading ASI scholarships. I am very proud of each and every one of you.
- I would love for us to take a holiday photo at the December 1st BOD meeting. It will be our final meeting for Fall - bittersweet moment if you ask me. Please wear your holiday gear or wear holiday colors.
- Reminder to please update your Outlook calendar for Spring 2021. Please add your classes, meetings, appointments, office hours, blocks of time you are unavailable, etc.
- You are responsible for attending your assigned council and commission meetings during your term. If the meeting time does not work for you Spring 2021, please find a director willing to switch with you.

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

Maria Linares

November 17, 2020
Board of Directors
Executive Officers Report

PRESIDENT

Marcus Reveles

Elections team:

With the semester ending, we are finalizing our elections team for the spring and if anyone knows anyone who's interested to contact me ASAP please.

SWANA:

Roadmap to SWANA advocacy is getting SWANA added to Cal State Apply which is done by a vote through BOT which is done by passing a resolution through CSSA which we plan on getting done in the spring.

Credit/no credit:

Students can choose their classes for credit/no credit until the last day of instruction unlike last semester where we had until after finals. Please spread the word and let your peers know.

Please get some rest and take care of yourselves as we start to see the end of the semester and reach out if you need any support from me.~)

VICE PRESIDENT

Skylar Soria

Hi Everyone! Fall break is almost here! Please make time to take care of yourself in the midst of midterms and project season. AICA will be holding their wellness week on November 16th-18th you can RSVP using the link tinyurl.com/y39v8kq7

Meetings

Dr. Oseguera

- Maria, Marcus, Chris and I had a meeting with Dr. O regarding various

issues that students had concerns on.

- Credit/No Credit, while this is a concern to bring up to the provost we expressed to Dr. O the importance of having C/NC during this troubling time. We discussed further about alternatives, challenges, and planning efforts to make sure that this gets implemented for the fall semester.
- SWANA resolution, spoke on the process of getting SWANA identified across the campus within various departments. Gave updates on the CSSA resolution and how to get recommended to the board of trustees to have SWANA identified as an option on CalState Apply. Internally on applications such as Titanlink these can be added.
- Commencement, addressed the concern of the planning for commencement and what that will look like for the 2021 graduates
- Proctorio, brought up concerns to Dr. O that students had towards Proctorio to make more professional staff aware.
- **Commencement work group**
 - University advancement had put together various work groups to get student feedback on what they desire this year's commencement to look like. This was the first session.
 - We went over the various criteria that will put in place if commencement is in person. Required to wear a mask, stay 6 ft apart, no physical contact etc.
 - So far U.A has come up with three possible solutions.
 - Drive through
 - Fully virtual
 - In person, no guest
- **Homecoming planning meeting**
 - This years homecoming is going to be fully virtual
 - At the meeting we discussed the dates for the event and decided it will be over multiple days rather than one singular day
 - Discussed ways that we can make students and alumni feel connected during this time
 - Decided on a name, Stay at HOMEcoming
- **BK PHRA subcomm**
 - Lauren, Janica and I met with BK to discuss the PHRA
 - We went over updates regarding the political situation in the Philippines
 - Went over the legislative updates in the house of representatives towards the PHRA

Projects

- C/NC
- PHRA Resolution
- YOU@fullerton visibility

CHIEF GOVERNMENTAL OFFICER

Lauren Nicole Loeb

Summary:

Last week the I met with CSSA for the November Plenary Meetings. CSSA has decided to break up committee meetings to be held throughout the week instead of all-day Saturday. Lobby Corps is beginning to share ideas across the Southern region with other Lobby Corps teams. This will help us to be more creative in the events that we hold.

Events/Meetings Attended:

- Lobby Corps Southern Region Meeting
 - Lobby Corps met with the Southern Region Lobby Corps groups to talk about how we can all work collaboratively throughout the Spring semester.
- CSSA November Plenary
 - I attended CSSA this weekend, Joint Committee, Legislative Affairs, Systemwide Affairs, and Board of Directors was held on Saturday and Student Trustees, Internal Affairs, Finance, and Executive were held throughout the week.
- AVP of Government and Community Relations Interviews
 - The AVP search is still continuing. Carrie Stewart has been the interim AVP of Gov and Community Relations but hopefully the committees and administration will be coming to a decision once second round interviews wrap up.

Projects:

- The event hosted in collaboration with the non-profit with CAUSE will be held on December 2nd and as I get the names of panelists and their organizations, I will share that with the board.
- Lobby Corps will be creating our policy agenda for the new legislative year and we are hopeful that we can get more students involved in this process of advocacy.

GOALS FOR NEXT WEEK:

- Have a set Lobby Corps meeting agenda for the spring semester.
- Meet with Justine from CAUSE to confirm panelists.

ON-GOING:

- Weekly check-ins with my advisor.
- 1-on-1 with the ASI President to discuss progress and goals.

CHIEF COMMUNICATIONS OFFICER

Khai Hoang

Events/Meetings Attended:

- Meeting with CEC Director Amanda Alvarez
- Communications Commission Weekly Meeting*
- DIRC Marketing Meeting
- ASI Finance Committee

Projects (Ongoing):

- Work with Comm. Team to best help ESC and CEC focus on virtual events and effectively marketing to students; including takeovers, equal opportunity drawings, social media challenges, etc. Begin posting
- 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. Aiming for initial release next week!

GOALS FOR NEXT WEEK:

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

- Work with CEC and ESC to advance their marketing efforts including but not limited to outreach to Street Team.
- Begin release of ASI Fully Informed and start recruiting for guests.

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
- Continue production of Direct from the Board videos series, and Fully Informed series

CHIEF CAMPUS RELATIONS OFFICER

Nicole D. Gillespie

Summary:

The past couple weeks have been spent looking for students to sit on various Academic Senate campus-wide committees that still need students to fill those positions. I attended two meetings regarding Credit/No Credit and other potential options for students this semester and next semester. I had an orientation meeting for ASC Board of Directors and attended a special meeting for CSUFAA. I had a meeting with Lauren and Janica, along with our advisors to plan out our idea for next semester. Lastly, I attended the PAC meeting where we brainstormed for ways to outreach to fill the Academic Senate campus-wide committees.

Events/Meetings Attended:

- Chair of Board of Directors and Dr. Stambough
 - Discussing Credit/No Credit for Fall and Spring semester and concerns that students have in terms of their grades.
- Credit/No Credit Meeting with Dr. Thomas
 - ASI President, Board Chair, Dr. Stambough and I all met with Dr. Thomas to discuss options for students regarding Credit/No Credit and what that would look like if it were to happen
- CGO, CIDO, and Advisors
 - Discussing and brainstorming for the rest of the year, planning our goals for the Spring semester.
- ASC Board Orientation
 - As the ASI representative on the ASC Board of Directors, we had an orientation discussing the basics of ASC, how ASC funds are derived and spent, and my role on the ASC Board.
- Special Meeting for the CSUFAA Board of Directors
 - This special meeting was called so the CSUFAA Board could discuss an urgent action item regarding the Alumni Association starting a pilot program to bring more funding to Tuffy's Basic Needs Emergency Fund.
- PAC Meeting
 - Brainstorming more outreach ideas to fill the rest of the Academic Senate campus-wide committees student positions.
- Academic Senate
 - Meetings every other week to discuss information effecting the school and students-at-large, a major on-going topic is the Ethnic Studies requirement.

GOALS FOR NEXT WEEK:

- Fill the open positions on Academic Senate campus-wide committees with students.

ON-GOING:

- Weekly check-ins with my advisor.

CHIEF INCLUSION & DIVERSITY OFFICER

Janica Michelle Martinez Torres

Summary:

SJEC planning next meeting. Attended 2 Ethnic Studies Requirement Implementation Committee meetings. Met with Dr. Eric Reyes, chair of Ethnic Studies Requirement Implementation Committee. Met with Government Relations Team. Met with Luz, chair of AICA. Meeting regarding Social Justice Week with ASI student leaders. Check-in meeting with Keya Allen. Attended BOD meeting. Attended SisterTalk meeting post elections. Check-in meeting with Maria Linares. Attended Inter-Tribal Student Council meeting. Attended Bayanihan Kollektive meeting regarding PHRA. Attended Civic Engagement Diversity & Inclusion Sub-Committee meeting. Attended Communications and Engagement Committee meeting regarding anti-racist speaker series. Attended Conversation with CSU Student Trustee event. Attended open forum interview for AVP of Government & Community Relations. Met with Bayanihan Kollektive to follow up about CSUF resolution in support of PHRA. Wrote draft for resolution in support of PHRA and hope to send it to Governance in time for the last BOD meeting.

Events/Meetings Attended:

- Met with Government Relations Team.
- SJEC meeting #3 planning
- Met with Luz, chair of AICA
- Attended Board of Directors meeting
- Check-in Meeting with Maria Linares, BOD Chair
- Attended Civic Engagement/Elections subcommittee for Diversity & Inclusion
- Met with ASI student leaders regarding Social Justice Week
- Currently Planning SJEC meeting on Transformative Justice
- Attended two Ethnic Studies Requirement Committee Meetings
- Attended SisterTalk post-election day.
- Attended Inter-Tribal Student Council meeting.
- Attended Bayanihan Kollektive meeting regarding the Philippine Human Rights Act
- Check-in meeting with Keya
- Met with Dr. Eric Reyes, chair of ASAM and Ethnic Studies Requirement Implementation Committee
- Met with Communications & Engagement regarding anti-racist speaker series programming
- Recommended for appointment to serve on the Services to Students with Disabilities Advisory Committee for the Chancellor's Office.
- Attended Conversation with CSU Student Trustees event & Community Relations
- Met with Bayanihan Kollektive with Skylar and Lauren to follow up about CSUF resolution in support of PHRA.
- Wrote draft for resolution in support of PHRA with hopes to send it to Governance in time for the last BOD meeting.

Projects:

- Coalition Committee made of community leaders from all campus.
- Continuing work on Social Justice Week with Bobbie Porter
- Work on writing resolution in support of PHR
- Building trust with ITSC
- Work on ongoing support BSU initiatives
- Ethnic Studies Implementation

GOALS FOR NEXT WEEK:

- Reach out to more communities and campus partners.
- Plan SJEC meeting on Transformative Justice
- Follow up on Land Acknowledgement and Indigenous Heritage Month
- Write resolution in support of PHRA

ON-GOING:

- Continue to build relationships and advocate for communities.
- Keep building on SJEC
- Work towards Social Justice week.
- PHRA
- SWANA ICC/Resolution support
- Work on implementation of Ethnic Studies
- BSU support initiatives

TITAN STUDENT CENTERS				ADMINISTRATION				BUILDING ENGINEERING				TITAN STUDENT UNION				TITAN RECREATION				BOARD OF TRUSTEES				
INCOME	FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%
Locker Income	37,000	(35)	37,035	0%													37,000	(35)	37,035	0%				
Dining Commissions	180,000	-	180,000	0%	180,000	-	180,000	0%																
Service Chargebacks	417,482	35,822	381,660	9%	272,334	-	272,334	0%	143,288	35,822	107,466	25%	1,860	-	1,860	0%								
Merchandise Sales	3,107	-	3,107	0%									107	-	107	0%	3,000	-	3,000	0%				
Yum	19,800	-	19,800	0%	19,800	-	19,800	0%																
Class Bowling	7,392	-	7,392	0%									7,392	-	7,392	0%								
Shoe Rentals	8,400	-	8,400	0%									8,400	-	8,400	0%								
Foosball/Shuffleboard	387	-	387	0%									387	-	387	0%								
Miscellaneous Revenue	23,256	3,000	20,256	13%	8,000	0	8,000	0%					256	-	256	0%	15,000	3,000	12,000	20%				
Room Rental	142,000	(13,310)	155,310	-9%									124,000	(13,310)	137,310	-11%	18,000	-	18,000	0%				
Movie Ticket Income	1,600	-	1,600	0%									1,600	-	1,600	0%								
Personnel Services Income	43,044	-	43,044	0%									40,044	-	40,044	0%	3,000	-	3,000	0%				
Amusement Ticket Income	15,360	-	15,360	0%									15,360	-	15,360	0%								
ATM & Amazon Locker	58,000	19,043	38,957	33%	58,000	19,043	38,957	33%																
Interest Income	35,000	-	35,000	0%	35,000	-																		
Registration Fees	322,000	51	321,949	0%													322,000	51	321,949	0%				
Table Tennis	1,354	-	1,354	0%									1,354	-	1,354	0%								
Billiards	17,259	-	17,259	0%									17,259	-	17,259	0%								
Goods	36	-	36	0%									36	-	36	0%								
Ticket Stock Revenue	256	-	256	0%									256	-	256	0%								
Gaming Center	1,803	-	1,803	0%									1,803	-	1,803	0%								
Electronic Games	2,800	-	2,800	0%									2,800	-	2,800	0%								
Rock Wall Classes	3,000	-	3,000	0%													3,000	-						
Games Special Events	32,560	-	32,560	0%									32,560	-	32,560	0%								
Bowling	9,145	-	9,145	0%									9,145	-	9,145	0%								
TOTAL INCOME	1,382,041	44,571	1,337,470	3%	573,134	19,043	554,091	3%	143,288	35,822	107,466	25%	264,619	(13,310)	277,929	-5%	401,000	3,016	397,984	1%				

	TITAN STUDENT CENTERS				ADMINISTRATION				BUILDING ENGINEERING				TITAN STUDENT UNION				TITAN RECREATION				BOARD OF TRUSTEES			
EXPENSES	FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21		FY20-21	FY20-21	FY20-21	
	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Actual	Variance	%
Personnel Services (Staff)	2,050,965	487,553	1,563,412	24%	358,026	73,876	284,150	21%	586,119	150,137	435,982	26%	613,818	154,426	459,392	25%	493,002	109,114	383,888	22%				
Personnel Services (Student)	1,771,253	22,374	1,748,879	1%	23,302	-	23,302	0%	107,040	-	107,040	0%	621,570	374	621,196	0%	1,019,341	22,000	997,341	2%				
Benefits (Staff)	888,064	211,525	676,539	24%	111,178	20,701	90,477	19%	309,842	74,858	234,984	24%	278,526	75,647	202,879	27%	188,518	40,318	148,200	21%				
Benefits (Student)	84,199	2,212	81,987	3%	759	-	759	0%	1,532	-	1,532	0%	27,406	44	27,362	0%	54,502	2,167	52,335	4%				
Contract Wages	-	24,803	(24,803)	0%	-	24,803	(24,803)	0%																
Supplies	400,000	17,851	382,149	4%	8,178	1,966	6,212	24%	101,390	3,067	98,323	3%	128,045	5,271	122,774	4%	154,599	7,546	147,053	5%	7,788	-	7,788	0%
Printing & Advertising	22,000	-	22,000	0%	185	-	185	0%					6,667	-	6,667	0%	14,037	-	14,037	0%	1,111	-	1,111	0%
Communications	39,631	918	38,713	2%	10,920	518	10,402	5%	5,760	61	5,699	1%	10,451	278	10,173	3%	12,000	61	11,939	1%	500	-	500	0%
Merchandise for Resale	5,300	-	5,300	0%			-	0%					300	-	300	0%	5,000	-	5,000	0%				
Repairs & Maintenance	146,142	5,538	140,604	4%	5,000	1,210	3,790	24%	56,402	2,323	54,079	4%	66,240	-	66,240	0%	18,500	2,005	16,496	11%				
Minor Construction	175,000	2,444	172,556	1%			-	0%	175,000	2,444	172,556	1%												
Contracts/Fees/Rentals	3,687,311	471,612	3,215,699	13%	1,872,804	369,497	1,503,307	20%	1,327,918	61,200	1,266,718	5%	109,587	23,658	85,929	22%	169,533	17,258	152,275	10%	207,469	-	207,469	0%
Travel	62,158	-	62,158	0%	6,672	-	6,672	0%	2,452	-	2,452	0%	15,307	-	15,307	0%	24,313	-	24,313	0%	13,414	-	13,414	0%
Vehicle Expense	2,250	9	2,241	0%			-	0%	2,250	9	2,241	0%												
Dues & Subscriptions	12,545	11,288	1,257	90%	5,500	8,509	(3,009)	155%	350	-	350	0%	850	146	704	17%	5,845	2,633	3,212	45%				
Staff Development	21,975	399	21,576	2%	3,500	-	3,500	0%	1,790	-	1,790	0%	11,685	129	11,556	1%	5,000	270	4,730	5%				
Insurance	135,386	11,282	124,104	8%	95,000	7,917	87,083	8%									40,386	3,366	37,021	8%				
Utilities	600,600	32,681	567,919	5%	600,600	32,681	567,919	5%																
Contingency	33,000	-	33,000	0%	20,000	-	20,000	0%					5,000	-	5,000	0%					8,000	-	8,000	0%
Postal Expense	2,000	42	1,958	2%									2,000	42	1,958	2%								
TOTAL EXPENSES	10,139,779	1,302,530	8,837,249	13%	3,121,624	541,678	2,579,946	17%	2,677,845	294,100	2,383,745	11%	1,897,452	260,015	1,637,437	14%	2,204,576	206,738	1,997,838	9%	238,282	-	238,282	0%

ADMINISTRATION			GENERAL SERVICES		ADMINISTRATION		INFORMATION TECHNOLOGY	
INCOME	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual
Dining Commissions	180,000	-	180,000	-				
Service Chargebacks	272,334	-			95,281	-	177,053	-
Yum	19,800	-	19,800	-				
Miscellaneous Revenue	8,000	0	8,000	0				
ATM & Amazon Locker	58,000	19,043	58,000	19,043				
Interest Income	35,000	-	35,000	-				
TOTAL INCOME	573,134	19,043	300,800	19,043	95,281	-	177,053	-

ADMINISTRATION

GENERAL SERVICES

ADMINISTRATION

**INFORMATION
TECHNOLOGY**

EXPENSES

Personnel Services (Staff)
 Personnel Services (Student)
 Contract Wages
 Benefits (Staff)
 Benefits (Student)
 Supplies
 Printing & Advertising
 Communications
 Repairs & Maintenance
 Contracts/Fees/Rentals
 Travel
 Dues & Subscriptions
 Staff Development
 Insurance
 Utilities
 Contingency

TOTAL EXPENSES

	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual
Personnel Services (Staff)	358,026	73,876			175,744	50,854	182,282	23,022
Personnel Services (Student)	23,302	-					23,302	-
Contract Wages	-	24,803					-	24,803
Benefits (Staff)	111,178	20,701			54,501	14,869	56,677	5,832
Benefits (Student)	759	-					759	-
Supplies	8,178	1,966			2,726	-	5,452	1,966
Printing & Advertising	185	-			148	-	37	-
Communications	10,920	518	7,320	457	1,200	58	2,400	2
Repairs & Maintenance	5,000	1,210					5,000	1,210
Contracts/Fees/Rentals	1,872,804	369,497	1,744,662	355,650			128,142	13,847
Travel	6,672	-			3,788	-	2,884	-
Dues & Subscriptions	5,500	8,509	-	4,668	5,500	3,841		
Staff Development	3,500	-					3,500	-
Insurance	95,000	7,917	95,000	7,917				
Utilities	600,600	32,681	600,600	32,681				
Contingency	20,000	-	20,000	-				
TOTAL EXPENSES	3,121,624	541,678	2,467,582	401,373	243,607	69,622	410,435	70,683

BUILDING ENGINEERING			GENERAL OPERATIONS		KITCHEN & DINING		TSU		SRC		CHILDREN'S CENTER	
INCOME	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Service Chargebacks	143,288	35,822									143,288	35,822
TOTAL INCOME	143,288	35,822									143,288	143,288

EXPENSES	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Personnel Services (Staff)	586,119	150,137	586,119	150,137								
Personnel Services (Student)	107,040	-	107,040	-								
Benefits (Staff)	309,842	74,858	309,842	74,858								
Benefits (Student)	1,532	-	1,532	-								
Supplies	101,390	3,067	2,009	22	1,558	425	76,780	2,138	16,043	-	5,000	482
Communications	5,760	61	5,760	61								
Repairs & Maintenance	56,402	2,323			8,000	-	28,152	2,222	15,000	-	5,250	101
Minor Construction	175,000	2,444	10,000	-			102,828	2,444	52,172	-	10,000	-
Contracts/Fees/Rentals	1,327,918	61,200	19,011	90	42,806	6,445	757,126	36,913	385,937	12,354	123,038	5,398
Travel	2,452	-	2,452	-								
Vehicle Expense	2,250	9	2,250	9								
Dues & Subscriptions	350	-	350	-								
Staff Development	1,790	-	1,790	-								
TOTAL EXPENSES	2,677,845	294,100	1,048,155	225,178	52,364	6,871	964,886	43,716	469,152	12,354	143,288	5,981

TITAN STUDENT UNION		UCC		TITAN BOWL & BILLIARDS		ART & EXHIBITS		EMERGENCY PREPARATION		INFORMATION & SERVICES		TSU OPERATIONS		
		FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	
INCOME														
Service Chargebacks	1,860	-											1,860	-
Merchandise Sales	107	-			107	-								
Class Bowling	7,392	-			7,392	-								
Shoe Rentals	8,400	-			8,400	-								
Foosball/Shuffleboard	387	-			387	-								
Miscellaneous Revenue	256	-								96	-		160	-
Room Rentals	124,000	(13,310)	124,000	(13,310)										
Movie Ticket Income	1,600	-								1,600	-			
Equipment Rental	-	-												
Personnel Services Income	40,044	-			5,644	-				1,600	-		32,800	-
Amusement Ticket Income	15,360	-								15,360	-			
Sports Ticket Income	-	-												
Table Tennis	1,354	-			1,354	-								
Billiards	17,259	-			17,259	-								
Goods	36	-								36	-			
Ticket Stock Revenue	256	-								256	-			
Gaming Center	1,803	-			1,803	-								
Electronic Games	2,800	-			2,800	-								
Games Special Events	32,560	-			32,560	-								
Bowling	9,145	-			9,145	-								
TOTAL INCOME	264,619	(13,310)	124,000	(13,310)	86,851	-				18,948	-		34,820	-

TITAN STUDENT UNION		UCC		TITAN BOWL & BILLIARDS		ART & EXHIBITS		EMERGENCY PREPARATION		INFORMATION & SERVICES		TSU OPERATIONS		
EXPENSES	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	FY20-21	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
Personnel Services (Staff)	613,818.00	154,425.67	152,162	38,383	45,117.00	11,475.80					61,599	15,400	354,940.00	89,166.71
Personnel Services (Student)	621,570.00	373.75	44,026	-	83,219.00	373.75	39,361.00	-			121,225	-	333,739.00	-
Benefits (Staff)	278,526.00	75,647.04	60,263	15,723.34	32,182.00	8,082.99					19,429	4,909.77	166,652.00	46,930.94
Benefits (Student)	27,406.00	44.36	1,668	-	5,359.00	44.36	892.00	-			2,635	-	16,852.00	-
Supplies	128,045.00	5,271.13	2,247	-	21,331.00	-	9,657.00	-	2,164.00	611.12	4,381	-	88,265.00	4,660.01
Printing & Advertising	6,667.00	-	853	-	2,963.00	-	1,148.00	-			1,481	-	222.00	-
Communications	10,451.00	278.49	2,820	42	1,577.00	40.00	360.00	-			2,989	69	2,705.00	127.64
Merchandise for Resale	300.00	-			300.00	-								
Repairs & Maintenance	66,240.00	-			25,400.00	-	2,100.00	-			300	-	38,440.00	-
Contracts/Fees/Rentals	109,587.00	23,657.76	22,517	14,208	6,726.00	170.15	2,900.00	-	5,760.00	778.00	25,654	4,792	46,030.00	3,710.00
Travel	15,307.00	-	4,114	-	1,080.00	-					67	-	10,046.00	-
Dues & Subscriptions	850.00	146.00			-	146.00							850.00	-
Staff Development	11,685.00	128.86	2,850	-	930.00	-	150.00	-			400	-	7,355.00	128.86
Contingency	5,000.00	-											5,000.00	-
Postal Expense	2,000.00	41.95									2,000	42		
TOTAL EXPENSES	1,897,452	260,015	293,520	68,356	226,184	20,333	56,568	-	7,924	1,389	242,160	25,213	1,071,096	144,724

TITAN RECREATION	TITAN REC GENERAL OPERATIONS		FITNESS PROGRAMS		AQUATICS		ROCK WALL		INTRAMURAL SPORTS		TITAN YOUTH SPORTS CAMP		LEARN TO SWIM		IRVINE CAMPUS		RED CROSS TRAINING		OUTDOOR ADVENTURE		
	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	
INCOME																					
Locker Income	37,000	(35)	37,000	(35)																	
Service Chargebacks	-	-																			
Merchandise Sales	3,000	-	3,000	-																	
Miscellaneous Revenue	15,000	3,000	15,000	3,000																	
Room Rental	18,000	-	18,000	-																	
Equipment Rental	-	-																			
Personnel Services	3,000	-	3,000	-																	
Registration Fees	322,000	51	185,000	(722)	52,000	840			1,000	-	25,000	-	30,000	-	10,000			12,000	(67)	7,000	-
Rock Wall Classes	3,000	-							3,000	-											
TOTAL INCOME	401,000	3,016	261,000	2,243	52,000	840			4,000	-	25,000	-	30,000	-	10,000			12,000	(67)	7,000	-

EXPENSES	TITAN RECREATION		TITAN REC GENERAL OPERATIONS		FITNESS PROGRAMS		AQUATICS		ROCK WALL		INTRAMURAL SPORTS		TITAN YOUTH SPORTS CAMP		LEARN TO SWIM		IRVINE CAMPUS		RED CROSS TRAINING		OUTDOOR ADVENTURE	
	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual
Personnel Services (Staff)	493,002	109,114	493,002	109,114																		
Personnel Services (Student)	1,019,341	22,000	259,657	14,904	248,171	7,097	86,187	-	86,067	-	140,000	-	100,000	-	28,849		25,796	-	2,912	-	41,702	-
Benefits (Staff)	188,518	40,318	188,518	40,318																		
Benefits (Student)	54,502	2,167	12,279	1,659	10,748	508.50	3,718	-	5,896	-	3,527	-	10,170	-	2,912		664	-	199	-	4,389	-
Supplies	154,599	7,546	75,544	4,101	9,583	-	26,189	1,805	7,009	-	14,408	-	11,682	140	643		78	-	117	-	9,346	1,500
Printing & Advertising	14,037	-	6,223	-	1,518	-	148	-	370	-	1,852	-	2,815	-	593		37	-	74	-	407	-
Communications	12,000	61	12,000	61																		
Merchandise for Resale	5,000	-	5,000	-																		
Repairs & Maintenance	18,500	2,005	16,000	67			2,500	1,938														
Contracts/Fees/Rentals	169,533	17,258	89,500	15,801	24,000	-	13,125	1,457	2,940	-	5,000	-	19,156	-	7,275		3,000	-	4,560	-	977	-
Travel	24,313	-	16,097	-																	8,216	-
Dues & Subscriptions	5,845	2,633	4,500	2,008			170	-	350	-											825	625
Staff Development	5,000	270	4,000	270																	1,000	-
Insurance	40,386	3,366									40,386	3,366										
TOTAL EXPENSES	2,204,576	206,738	1,182,320	188,302	294,020	7,605	132,037	5,200	102,632	-	205,173	3,366	143,823	140	40,272	-	29,575	-	7,862	-	66,862	2,125

BOARD OF TRUSTEES

TSC BOARD OF TRUSTEES

PROGRAMMING SUPPORT

EXPENSES

Supplies
 Printing & Advertising
 Communications
 Contracts/Fees/Rentals
 Travel
 Contingency

	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual	FY20-21 Budget	FY20-21 Actual
Supplies	7,788	-	7,788	-		
Printing & Advertising	1,111	-	1,111	-		
Communications	500	-	500	-		
Contracts/Fees/Rentals	207,469	-	1,000	-	206,469	-
Travel	13,414	-	13,414	-		
Contingency	8,000	-	8,000	-		
TOTAL EXPENSES	238,282	238,282	31,813	-	206,469	-



Food Pantry Program Proposal

Friday November 13, 2020

TSC Operations Committee

Overview

- Background and Supporting Information
- Connection to ASI Strategic Plan
- Philosophy and Outcomes
- Program Structure and Operation
- Budget and Development
- Physical Space

Background and Supporting Information: What We Know? (System-wide)

- January 2016 – Phase 1: Snapshot study of CSU campuses
 - Led to campus leaders developing and enhancing resources for students experiencing food and housing insecurity
 - Ex: CalFresh outreach and education on campus, advocacy on state and federal legislation for housing and hunger security, etc
- January 2018 – Phase 2: Comprehensive Study of Student Basic Needs
- April 2019 – Phase 3: Comprehensive Study of College Student Basic Needs

Background and Supporting Information: What We Know? (CSUF)

- February 2018 – , CSUF opened Tuffy’s Basic Needs Services.
 - Tuffy’s Basic Needs Services identifies and serves students who are experiencing an unforeseen hardship, emergency, crisis, or catastrophic life events.
- 2018-2019: ASI began offering a mobile food pantry program as a quarterly event
- 2019-2020: ASI increased its frequency to monthly to serve more students.
- Fall 2020: ASI is providing a no-contract, drive through mobile food pantry option
 - The initial distribution events saw 75-100 students per event and 84% of those utilizing the mobile pantry are unique users.
- ASI continues to be in a unique opportunity to provide this service given its position as an auxiliary organization committed to providing programs and services that directly impact the lives of our students.

Connection to ASI Strategic Plan

- **Goal 3: Strengthening Community**
 - Objectives: Develop campus partnerships to enhance ASI programs and services; Develop meaningful collaborations within the surrounding Fullerton area
- Strategies:
 - Strategically identify opportunities for cross campus collaboration
 - Continue to develop and enhance opportunities for campus and surrounding Fullerton area collaborations.
- Building and maintaining campus and community partnerships to sustain the pantry
 - Addressing food insecurity is a community-based commitment and requires that ASI be connected to its campus and community partners while provide this direct service. Additionally, the most recent study conducted by the CSU recommended that campuses' institutionalize connectivity across campus services. Our aim is to add value and provide a direct services to students in immediate need.

Philosophy and Outcomes: The Basics

A food security program that is open and accessible to currently enrolled CSUF students

- Serving students impacted by food insecurity, by providing access to food and basic necessities and referrals to campus and community-based resources, thereby maximizing student success.
- Available to any student who feels that are in need. We define need as a situation where students are faced with financial challenges and would otherwise have no other resource to supplement their meals.
- A customer-choice pantry where students are empowered to shop for what they need and want, in order to meet their dietary needs; which also eliminates food waste. We have connect with community partners and other campus/college food pantries and a customer-choice pantry is the recommended model for food distribution.

Philosophy and Outcomes: Three Program Pillars

Access

- ASI is committed to develop and operate the food pantry in a way that all students can access the food pantry in an equitable manner. While some students may have greater need and there for more frequent access, all students will be able to utilize the program.
 - the need to develop and maintain a strategy that addresses the stigma associated with food insecurity with our college students. As our campus and system wide university continued to address the stigma, we have a responsibility to leverage our interactions with students and the services provided to add value to this work.

Awareness

- ASI plans to utilize tailored marketing and accessing all available channels with thoughtful planning and executive. ASI had a dual role in participating in existing campus events and awareness campaigns while capitalizing on the opportunity to hosting signature events that highlight food insecurity and expands awareness among our students and campus community.

Relationships and Partnerships

- Fostering authentic and supportive relationships with campus and community organizations and leaning on existing coalitions, task forces, and working groups provide ASI the opportunity to continue to offer valuable space to generate solutions and ideas for mitigating food insecurity.

Program Structure and Operation

- The new food pantry program will be a new service operated in the Titan Student Union.
- At launch, the program will be operated by Leader and Program Development, whose department staff have the necessary acumen to foster the program through initiation to maturity.
- As the program grows, the organization will assess and identify a permanent programmatic home.

Program Structure and Operation: Pantry Access

- Access to the pantry is limited to currently enrolled CSUF students and not open to the public.
- Access to utilize the pantry program will be based on a graduated scale where students with the greatest financial need will have more opportunities to use the pantry. Every student will still be able to utilize the service, but the frequency of visits will be measured.
 - Students with greatest financial need 5 visits per month
 - Students with moderate financial need 4 visits per month
 - Students with some financial need 3 visits per month
 - Students with least/no financial need 2 visits per month

Program Structure and Operation: Pantry Access

- **Hours of Operation**

- The pantry will operate Monday through Friday during the 2021-2022 school year. The hours are intended to provide flexibility and maximize access for students with different schedules. The program will monitor and assess utilization during the first year in order to make adjustments in the following year of operation.

- **Staffing**

- The pantry will be staffed by a full-time, professional staff member and student employees. These employees will assist students with sign up and access to the program, while also monitoring the space, sorting, processing, and restocking inventory, processing check outs, and other related tasks in operating the pantry.

Program Structure and Operation: Pantry Access

- Supply Logistics and Inventory
 - Inventory for the program will be sourced from a variety of places. Partnerships with local food banks will provide a significant portion of the inventory, while direct purchasing from vendors like Grocery Outlet, Costco, or Amazon Prime Pantry will be utilized to supplement with harder to source items.
 - Inventory will be received at various times, but larger deliveries will be targeted for Wednesday mornings. The hours of operation for the pantry have been designed to allow for this time to be allocated for receiving and processing these deliveries.
- Student Logistics
 - Students will apply for access via an online application. Access to the information provided will be only be allowed for identified staff that are trained on the confidentiality of student data and the sensitivity of handling and maintaining privately disclosed information.
 - While the food pantry is only providing direct access to food, staff will be trained on how to properly refer students to Tuffy's Basic Needs Center and the Dean of Students Office.

Budget and Development: Annual Operating Costs

- The projected annual budget includes inventory sourcing, supplies, staffing, promotions, and some travel related to maintaining program networks and best practices.
 - Food Sourcing - \$22,850
 - Software for Client and Inventory Management - \$1,500
 - Supplies - \$4,000
 - Professional Staff Wages and Benefits - \$70,000
 - Student Staff Wages and Benefits - \$31,295
 - Printing and Advertising - \$5,000
 - Travel - \$2,000

Total: \$136,645

Budget and Development: Development Planning

- Over the first two years of operation, ASI will be exploring fundraising and grant opportunities.
 - Long-term continuous support through fundraising will reduce the need for financial support from student fees.
 - Short-term support like the NACAS Campus Care Grant can offset annual costs and allow ASI to pursue unique opportunities to support students.
 - ASI has initiated and will continue conversations with University Advancement about development opportunities for this program.
- ***Current Development Success:***
 - NACAS Campus Care Grant 2019 - \$25,000

Physical Space

Approach



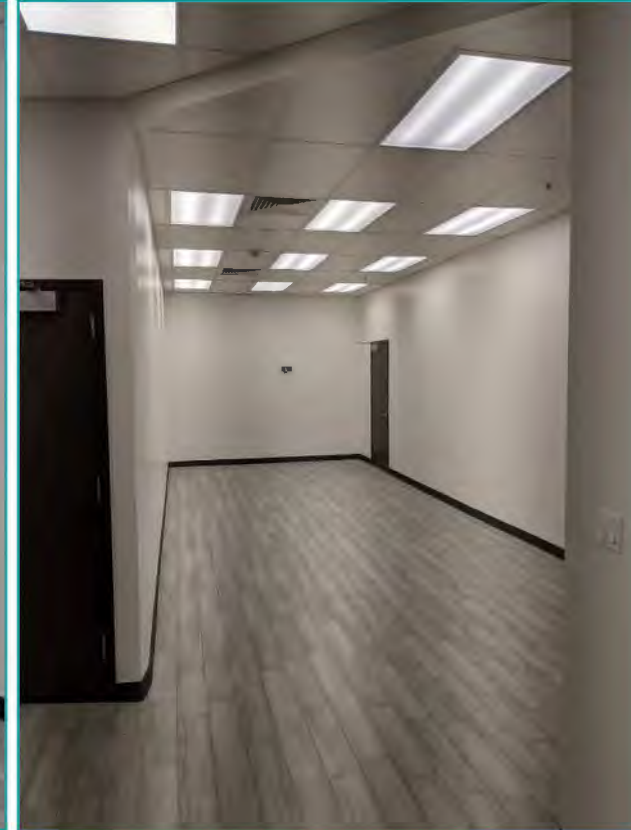
Entry Way



Reception Area



Selection Area



Questions?



Proposal to establish the ASI Food Pantry in the Titan Student Union

PRESENTED TO: Titan Student Centers Board of Trustees

MEETING DATE: November 18, 2020

PRESENTED BY: Nima Nikopour, Vice Chair of Operations
Drew Wiley, Director, Leader and Program Development

BACKGROUND

In recent years, research into the topic of basic needs insecurity, especially food insecurity, has become prevalent throughout institutions of higher education. The CSU launched its own Basic Needs Initiative program after an initial study was completed in 2016. This initiative became the catalyst for many campuses to launch programs intended to support students' basic needs, many of which took the form of campus food pantries. Currently, Cal State Fullerton is the last CSU campus in the process of establishing a permanent and physical food pantry to support students suffering from food insecurity and over the last year, ASI has made concerted and intentional strides towards creating this program at Cal State Fullerton.

PROPOSAL

Establish the Food Pantry in the Titan Student Union (see full program proposal attached) and fund Spring 2021 operations from existing TSC Board of Trustees budget (\$18,500) and local reserves (\$11,500).

RATIONALE

Part of the philosophy of ASI and the Titan Student Centers is to provide meaningful programs and services that support students, encourage success at CSUF, and improve the student experience. Recent reports from the CSU have indicated that a student's level of food security can impact their GPA and that students have identified food pantries as a vital service to have on campus. Establishing the food pantry will enable ASI to expand its ability to support our CSUF students.

IMPACT

The pantry program has so far been operating as individual installation events that occur at somewhat regular intervals. Originally, the program operated twice per semester distributing bags of food to students on campus. This semester, the pantry was redesigned to meet the operational constraints of the current pandemic by launching a drive-thru pick up process every two weeks. These programs have been helpful to some students, but has also been very limiting to being able to meet the needs of the full campus. Establishing the permanent and physical food pantry will expand and enhance ASI's support for students and allow the program to begin growing to meet the greater need of all students.

BUDGET IMPACT

Operational funding for the remainder of the current year will come from the TSC Board of Trustees budget (\$18,500) and local reserves (\$11,500). These funds are anticipated to go otherwise unutilized due to the current operational limitations in place. This funding will support food sourcing and supplies for pantry programming in the Spring 2021 semester, as well as, furniture, fixtures, and equipment (FF&E) for the new physical space, and other operational startup costs associated with preparing the new pantry program for launch.

Future budget impact is anticipated at approximately \$140,000 annually to support food sourcing, inventory, staffing, and other operating costs. This funding will be requested during the upcoming budget process for the 2021-2022 fiscal year.

IMPLEMENTATION TIMELINE

The food pantry will continue setting up the program and will operate out of the physical space beginning in January 2021.

**Associated Students Inc.
Titan Student Union
FOOD PANTRY
PROGRAM PROPOSAL**



Contents:

Background and Supporting Information
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Program Structure and Operation
Budget and Development
Physical Space

01. Background and Supporting Information

One of the charges to our campuses within the California State University system has been to increase awareness, access, and use of on-campus resources for students, specifically for student who are disproportionately experiencing the highest levels of basic needs insecurity. The creation and sustainability of a food pantry will meet this charge as students will have a direct on-campus resource they can utilize as well as collaborative resources with our campus' basic needs initiatives and community partnerships.

Students who accessed services both on- and off-campus were typically those experiencing the most acute levels of food and housing insecurity. Repeatedly, findings show that the students who utilized services most often, needed them the most. Students were more often in situations so desperate that they were negotiating an untenable juggle of employment, academic demands, and housing and food insecurity. The majority of students who experienced food insecurity, homelessness, or both reported that their financial aid package did not cover all of their living expenses. Students did not have enough financial resources and had to make compromises that significantly impacted their health and quality of life. Many students were unable to navigate meeting their basic needs without help. ¹

Level of food security impacts grade point average (GPA)². In general, students with the highest level of basic needs insecurity who accessed services had lower GPAs. Further, students who were both food insecure and experienced homelessness accessed services at the highest rates and also had the lowest GPAs. The implication of this is that students who are utilizing services have an increased level of need and are at a higher risk of diminished academic outcomes.

A recent study conducted with California State University found that on average, based on any level of basic needs security, students of color accessed campus food pantries at higher rates than White or Non-Hispanic students. On average, students who were Pell eligible (14.9%) accessed the food pantry more often than those who were not (9.1 %). Women (12%) and men (12.2%) accessed the food pantry at similar rates. First-generation college students (14.7%) accessed the support more than non-first-generation college (10.4%). Food pantries were identified by students as vital. The greatest proportion of students who accessed the on-campus food pantry reported being food insecure and experiencing homelessness (18.9%), compared with students who were only food insecure (16.7%), were only homeless (10.8%), or were food secure and housed (8.3%).

In 2018, CSUF opened Tuffy's Basic Needs Services. Tuffy's Basic Needs Services identifies and serves students who are experiencing an unforeseen hardship, emergency, crisis, or catastrophic life events. Due to budget restrictions and limited resources, the center does not provide food directly out of its space. Students continued to express interest in a physical space and direct service. ASI began offering a mobile food pantry program as a quarterly event in the Fall 2018 semester and in the following year, ASI increased its frequency to monthly to serve more students. The food is distributed in tote bags and includes a variety of non-perishable foods across breakfast, lunch and dinner meals. This program is only a temporary support

¹ 2019, April. Study of Student Service Access and Basic Needs. California State University Office of the Chancellor.

² 2018, January. Study of Student Basic Needs. California State University Office of the Chancellor

solution and the intention is to connect students to resources and programs that can help them achieve long-term success. During the Fall 2020 semester, ASI is providing a no-contract, drive through mobile food pantry option. The initial distribution events saw 75-100 students per event and 84% of those utilizing the mobile pantry are unique users. ASI continues to be in a unique opportunity to provide this service given its position as an auxiliary organization committed to providing programs and services that directly impact the lives of our students.

02. Connection to ASI Strategic Plan

Goal 3: Strengthening Community

Objectives: Develop campus partnerships to enhance ASI programs and services; Develop meaningful collaborations within the surrounding Fullerton area

Strategies:

- Strategically identify opportunities for cross campus collaboration
- Continue to develop and enhance opportunities for campus and surrounding Fullerton area collaborations.

ASI Food Pantry's connection to the organization's strategic plan is through how we build and maintain campus and community partnerships to sustain the pantry. Addressing food insecurity is a community-based commitment and requires that ASI be connected to its campus and community partners while provide this direct service. Additionally, the most recent study conducted by the CSU recommended that campuses' institutionalize connectivity across campus services. Our aim is to add value and provide a direct services to students in immediate need.

03. Philosophy and Outcomes

The ASI Food Pantry would be:

- Open to currently enrolled CSUF students
- Serving students impacted by food insecurity, by providing access to food and basic necessities and referrals to campus and community-based resources, thereby maximizing student success.
- Available to any student who feels that are in need. We define need as a situation where students are faced with financial challenges and would otherwise have no other resource to supplement their meals.
- A customer-choice pantry where students are empowered to shop for what they need and want, in order to meet their dietary needs; which also eliminates food waste. We have connect with community partners and other campus/college food pantries and a customer-choice pantry is the recommended model for food distribution.

Three Program Pillars:

Access

- ASI is committed to develop and operate the food pantry in a way that all students can access the food pantry in an equitable manner. While some students may have greater need and there for more frequent access, all students will be able to utilize the program.
- Included in the component of access, is the need to develop and maintain a strategy that addresses the stigma associated with food insecurity with our college students. As our campus and system wide university continued to address the stigma, we have a responsibility to leverage our interactions with students and the services provided to add value to this work.

Awareness

- ASI plans to utilize tailored marketing and accessing all available channels with thoughtful planning and executive. ASI had a dual role in participating in existing campus events and awareness campaigns while capitalizing on the opportunity to hosting signature events that highlight food insecurity and expands awareness among our students and campus community.

Relationships and Partnerships

- A key component to maintaining this program for our students is the relationships and partnerships both on and off campus. Fostering authentic and supportive relationships with campus and community organizations and leaning on existing coalitions, task forces, and working groups provide ASI the opportunity to continue to offer valuable space to generate solutions and ideas for mitigating food insecurity.

04. Program Structure and Operation

The new food pantry program will be a new service operated in the Titan Student Union. At launch, the program will be operated by Leader and Program Development, whose department staff have the necessary acumen to foster the program through initiation to maturity. As the program grows, the organization will assess and identify a permanent programmatic home.

Pantry Access

Access to the pantry is limited to currently enrolled CSUF students and not open to the public. Access to utilize the pantry program will be based on a graduated scale where students with the greatest financial need will have more opportunities to use the pantry. Every student will still be able to utilize the service, but the frequency of visits will be measured.

Students with greatest financial need	5 visits per month
Students with moderate financial need	4 visits per month
Students with some financial need	3 visits per month
Students with least/no financial need	2 visits per month

The development of the access plan will include partnership with campus Information Technology and Financial Aid to identify and integrate the appropriate systems for application and access.

Hours of Operation

The pantry will operate Monday through Friday during the 2021-2022 school year. The hours are intended to provide flexibility and maximize access for students with different schedules. The program will monitor and assess utilization during the first year in order to make adjustments in the following year of operation.

2021-2022 Hours of Operation

Monday	Tuesday	Wednesday	Thursday	Friday
10:00am-6:30pm	10:00am-6:30pm	1:00pm-6:30pm	10:00am-6:30pm	8:00am-12:00pm

**Closed Saturdays and Sundays*

Staffing

The pantry will be staffed by a full-time, professional staff member and student employees. These employees will assist students with sign up and access to the program, while also monitoring the space, sorting, processing, and restocking inventory, processing check outs, and other related tasks in operating the pantry.

Supply Logistics and Inventory

Inventory for the program will be sourced from a variety of places. Partnerships with local food banks will provide a significant portion of the inventory, while direct purchasing from vendors like Grocery Outlet, Costco, or Amazon Prime Pantry will be utilized to supplement with harder to source items.

Inventory will be received at various times, but larger deliveries will be targeted for Wednesday mornings. The hours of operation for the pantry have been designed to allow for this time to be allocated for receiving and processing these deliveries.

Student Logistics

Students will apply for access via an online application. Access to the information provided will be only be allowed for identified staff that are trained on the confidentiality of student data and the sensitivity of handling and maintaining privately disclosed information. While the food pantry is only providing direct access to food, staff will be trained on how to properly refer students to Tuffy's Basic Needs Center and the Dean of Students Office for other support resources.

05. Budget and Development

The projected annual budget includes inventory sourcing, supplies, staffing, promotions, and some travel related to maintaining program networks and best practices.

Annual Operating Costs

Food Sourcing	
Second Harvest	\$6,000
OC Food Bank	\$750
Food Finders	\$600
Costco/Prime Pantry/Point of Sale	\$15,000
Networking and Partnerships	\$500
Total	\$22,850
Software for Client and Inventory Management	\$1,500
Supplies	
Office Supplies	\$2,000
Food Pantry Specific Supplies	\$2,000
Total	\$4,000
Staffing	
Professional Staff Wages	\$55,000
Professional Staff Benefits	\$15,000
Student Staff Wages	\$30,450
Student Staff Benefits	\$845
Total	\$101,295
Printing and Advertising	\$5,000
Travel	\$2,000
Total Budget	\$136,645

Development Planning

Over the first two years of operation, ASI will be exploring fundraising and grant opportunities. Long-term continuous support through fundraising will reduce the need for financial support from student fees. Short-term support like the NACAS Campus Care Grant can offset annual costs and allow ASI to pursue unique opportunities to support students. ASI has initiated and will continue collaborations with University Advancement about development opportunities for this program.

Current Development Success:

NACAS Campus Care Grant 2019 - \$25,000 ³

³ <https://nacas.org/ccg-2019-winner/>

06. Physical Space



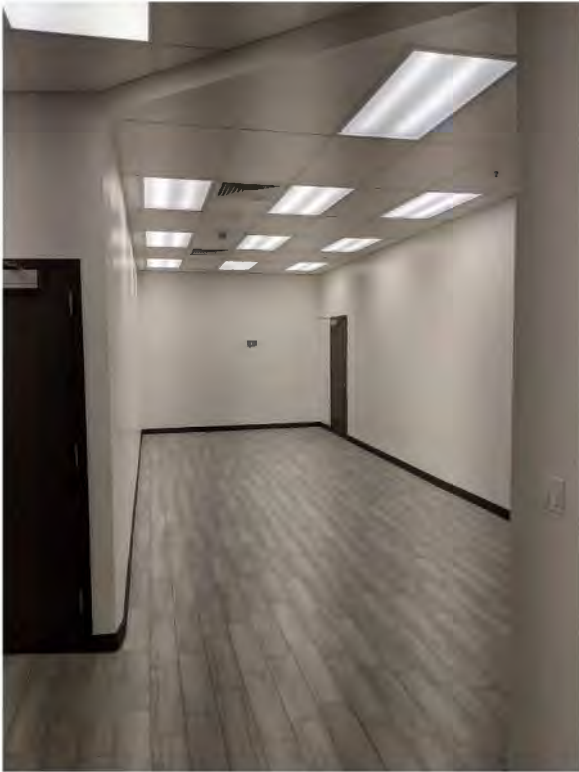
Approach



Entryway



Reception Area



Selection Area