



**MEETING MINUTES  
September 6, 2017**

**CALL TO ORDER**

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

Hill reported that ASI Vice President Andrew La will serve as the Designee for ASI President Laila Dadabhoy. Additionally, Brannon Wong will serve as the designee for RSA president Brittany Wolfe.

**ROLL CALL**

Members Present: Achatz, Ayala, Barillas, Davis, Francisco, Gerboc, Gwaltney, Hesgard, Hill, Hust, Jakel, La, Mallorqui-Ruscalleda, Mendes, Vigil, Wong

Members Absent: Davis, Mallorqui-Ruscalleda,

Officers Present: Allen, Badal, Collins, Fehrn, Martin, Scialdone, Tapper

Officers absent:

\*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the by-laws, a member of the board who does not remain until the scheduled ending for the meeting (3:45 p.m.) is considered not to be in attendance.]

\*\*Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

**BOT 006 17/18** ( Ayala-m/Francisco -s) MSC: A motion was made, seconded and approved to excuse Davis for this meeting and Mallorqui-Ruscalleda due to leave of absence status.

**APPROVAL OF AGENDA**

The agenda was approved as presented. (Hesgard-m/Gwaltney-s)

**APPROVAL OF MINUTES**

The minutes from the 08/23/2017 meeting were approved as presented. (Ayala-m/Hust-s)

**PUBLIC SPEAKERS**

Drew Wiley, Dir L&PD introduced new staff members Asha Nettles. Nettles shared excited to work with all. Asha comes from Sonoma State Univ. Past chair of union board. Fully staffed in L&PD.

**TIME CERTAIN**

None

**UNFINISHED BUSINESS**

None

**REPORTS**

- a. **Chair** Hill spoke to the Board in regards to the devastating news and impact of hurricane Harvey in Texas. He shared that they would like to help boost morale for the students impacted in Huston by sending an oversized card signed by the Board. We just want to let them know we are thinking about them. He shared that we are also considering implementing donation efforts. Hill shared that Discoverfest was excellent last week and the TSC basketballs were a hit. He gave an update on the new Starbucks. He stated that we are working closely with ASC and Starbucks to open soon. He reminded the Board that CSUF night at Angels Stadium will be next Friday, 9/15/17. Hope all will come. CSSA, the California State Student Association will be hosted by CSUF next weekend. It should prove to be an exciting weekend.
- b. **Vice Chair for Facilities & Operations** Mendes reported that the Committee's first meeting last week went smoothly. The committee reviewed the goals and expectations. Additionally they talked about ideas for the semester. Mendes shared that he will be meeting regularly with Fehrn regarding the Committee.
- c. **Vice Chair for Marketing & Outreach** Hust reported that they had a very successful Marketing meeting last week. They discussed the goals and expectations for the year. The also talked about the Mammoth unveiling. Great time promoting at Discoverfest. Meet with Martin this week to talk about goals and the next meeting agenda.
- d. **Vice Chair for Programs & Services** Hesgard reported that last week the Committee had a good meeting and they discussed the structure, expectations and introductions. She shared that Cristina Medina from Information and Services spoke to the committee about the Info and Services desk. Hesgard shared that a flyer is being distributed about Grand Stair Studio drop-in classes, and the information is also on the ASI event calendar, spread the word. Hesgard also shared that the SRC is being updated, should be ready for All Day ASI.
- e. **ASI Associate Executive Director** Allen reported that All Day ASI is 9/28, all wear shirt on that day. If you do not have a shirt, check in with Marketing. She reported that we are working on Homecoming activities, which will be a full day event. More information will be forthcoming. Part of Homecoming will include an ASI Reunion, and we are inviting past ASI leaders going back to the 80's (possibly the 70's).
- f. **ASI Board of Directors Chair** Jakel provided an update in regards to the upcoming Time Certain reports at the ASI Board, Larry Martin Director of Housing, President Garcia, a representative from the Arboretum and Dr. Oseguera. He further shared that there are still vacancies on the board.
- g. **ASI Vice President** La entered the meeting late and provided his report during Announcements and Members' Privilege.

#### NEW BUSINESS

- a. **Changes to ASI Bylaws Article VI, Section 14-16** **BOT 007 17/18** (Facilities & Operations) A motion was brought to the Board by the Facilities and Operations Committee to approve the changes to the ASI Bylaws, Article VI, Section 14-16.
- Hill reviewed the Bylaw changes and shared that the committee is proposing changes to the committee structure to better represent current practices. The goal is to be mindful of staff time and to get students involved at a higher level. Each committee will be aligned with the staff member that advises and sits on the committee. The changes also added the RSA President or designee to serve at the committee level.

Hill opened the floor to questions. Gerboc shared that the Alumni Rep sat on the Board of Trustees committees in the past and he asked for clarification on when the position was removed. Hill yielded to Collins to provide an update. Collins shared that the current proposed changes are based on the current Bylaws, which reflect revisions made by the Board last spring.

Hill opened the floor to discussion. There was no further discussion. Hill asked if there were any objections to moving to a roll call vote. There were no objections. Hill shared that the process will now go to the Board of Directors for approval.

BOT 007 17/18 (Facilities & Operations) MSC: 11-0-1 The motion passed.

**b. Overview of ASI Building Engineering and Information Technology Departments**

Hill introduced Carol McDoniel, ASI Director of Administration. Hill shared that this year the TSC is overseeing the IT department. McDoniel provided an overview of the ASI Building Engineering and Information Technology departments.

McDoniel introduced herself and provided a PowerPoint presentation that is an attachment to the Minutes.

McDoniel shared that Building Engineering (BE) is responsible for maintaining all of ASI's facilities and oversees custodial and landscaping for the TSU, SRC and Children's Center. During spring and summer, BE performed general projects around the SRC, TSU and Children's Center. Their goals include to upgrade and do what you ask in the TSU, such as changing the colors.

Information Technology is responsible for all the IT infrastructure in all of our facilities. They oversee all the software updates, payment card transactions, and telecommunications. Their big summer project was the email migration to the cloud and updating the Wi-Fi in the children's center. Fun Facts included # of PC's in the TSU, SRC, and Children's Center. Assisted with digital locks and security cameras, and upgrading the server that audits servers. Goals for IT include upgrading the ASI workstations by replacing all the PC's and upgrade to Windows 10.

Hill thanked McDoniel for her presentation.

**ROLL CALL VOTES**

	006	007				
Achatz	Y	Y				
Ayala	Y	Y				
Barillas	Y	Y				
Davis	ABSENT					
Francisco	Y	Y				
Gerboc	Y	Y				
Gwaltney	Y	Y				
Hesgard	Y	Y				
Hill	CHAIR					
Hust	Y	Y				
Jakel	Y	Abstain				
La	ABSENT					
Mallorqui-Ruscalleda	ABSENT					
Mendes	Y	Y				
Vigil	Y	Y				
Wong	Y	Y				
Results	12-0-0	11-0-1				

**ANNOUNCEMENTS/MEMBERS' PRIVILEGES**

Hill shared that the All Day ASI shirts for 9/28 BOT will be given out prior to the event.

La provided the following updates on behalf of the Executive Officers:

- Scholarships are available now, share the word with students.
- Dreamers Scholarship is being developed (approved by the Board last year)
- Scholarship Graders, thank you for volunteering, training will be next Monday.
- CGO Saba Ansari has letters that can be sent to congress in regards to DACA and the recent Presidential action. The letters are ready to go, just sign and they can be mailed.
- Kelly Zarate, CCO, has openings on committees for PAC and UA. She is looking for help in filling these important openings.


Vigil shared that there are three (3) upcoming workshops regarding Free Speech, reviewing the 1<sup>st</sup> Amendment, and campus activities. The events will be held 10/3 at 5:30 p.m. in Gilman AB, 10/5 at 12pm in the Titan Theater, and 10/11 at 12pm in Gilman AB. Second announcement Titan Bites official launch will be in October. Flyers are available and any students that have food insecurity can sign for the program and a text message will be sent to their phone when food is available on campus.

Hesgard shared that in regards to DACA and President Trump ending the program, the ASI Board of Directors passed a resolution last May and she encouraged the Board of Trustees to become aware of the resolution. She reminded the Trustees that CGO Ansari, emailed the information to all student leaders. Please review!

Gerboc shared from Alumni and Engagement, first pitch for the Anaheim Angels game is at 7p.m. and President Dadabhoj will be on the field for the first pitch. He invited the Board to come for pregame festivities. Gerboc also shared that in partnership with ASI and Career Services the "Slice of Advice" workshop series is coming. Careers in City and County Government will be 9/18. There will be different activities all week. Gerboc shared that he will send a flyer for distribution. He provided an overview of homecoming events. There will be a Reunion Tent space for ASI current and past leaders to come together prior to the game. Student Expo will showcase work that is being done on campus by current students and staff. He shared that Student Organizations interested in space for the event should reach out to him. There are also sponsorship opportunities. Any connections, with local business, reach out to Gerboc. February 2018, Disney After Dark, they expect only 10,000 people in park for the event. They are planning to hold a reunion prior to event, anyone with ties to Disney, former cast members etc. Additionally, the Alumni Association gives 10 Scholarships. Gerboc shared that the Alumni Association claimed the organization on Amazon Smile. He shared that any purchases made through Amazon Smile/CSUF Alumni Association a portion of the purchase will be donated to the association for scholarships.

**ADJOURNMENT**

The meeting adjourned at 2:17 p.m.

  
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Jared Hill, TSC Board of Trustees Chair

  
\_\_\_\_\_  
Susan Collins, Recording Secretary

BYLAWS FOR THE REGULATIONS,  
EXCEPT AS OTHERWISE PROVIDED BY STATUTE OF ITS  
ARTICLES OF INCORPORATION, OF  
THE ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY FULLERTON

operational needs of the facilities of the Titan Student Centers including the budget, hours of operation, policy, planning, future projects, allocation of space and all other issues related to the facilities of the Titan Student Centers. The Committee makes a formal recommendation to the Board of Trustees on all actions.

- Clause 2. The Committee shall be composed of the Chair, Vice Chair for Facilities and Operations, two (2) student trustees, ~~faculty representative, University Presidential Appointee,~~ ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ~~ASI Director of Leader and Program Development, and~~ ASI Associate Director of Titan Student Union, ~~and ASI Associate Director of Titan Recreation~~ as non-voting members.

Section 15. **PROGRAM AND SERVICES COMMITTEE**

- Clause 1. The Programs and Services Committee is responsible for oversight of the overall program and services of the Titan Student Centers including the development and evaluation of programs and services, acquisition of student art, operations of the Titan Student Centers food services and all other related programs and services issues for the Titan Student Centers. The Committee makes a formal recommendation to the Board of Trustees on all actions.

- Clause 2. The Committee shall be composed of the Chair, Vice Chair for Program and Services, two (2) student trustees, ~~faculty representative, University Presidential Appointee,~~ ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ~~ASI Director of Leader and Program Development, ASI Associate Director of Titan Student Union,~~ and ASI Associate Director of Titan Recreation as non-voting members.

Section 16. **MARKETING AND OUTREACH COMMITTEE**

- Clause 1. The Committee on Marketing and Outreach is responsible for oversight of the overall marketing and outreach for the Titan Student Centers including providing feedback on print material, website design, marketing campaigns and all other related marketing and outreach initiatives for the Titan Student Centers. The Committee makes a formal recommendation to the Board of Trustees on all actions.

- Clause 2. The Committee shall be composed of the Chair, Vice Chair for Marketing and Outreach, two (2) student trustees, ~~faculty representative, University Presidential Appointee,~~ ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ASI Associate Director of Marketing and Communication, ~~ASI Director of Leader and Program Development, ASI Associate Director of Titan Student Union, and ASI Associate Director of Titan Recreation~~ as non-voting members.

- Section 17. **BYLAW AMENDMENTS** The Board of Trustees bylaws may be amended, or new guidelines adopted at any meeting of the Board of Trustees by a two-thirds vote of the membership. All amendments are subject to a majority approval by the Associated Students Inc. Board of Directors.

# Titan Student Centers Facility Report September 2017

Carol McDoniel  
Director of Administration



# BUILDING ENGINEERING

Chief Engineer David Pantoja

Engineers – Larry, Angel, Carl, Chris, Kirk, 1 vacancy

Office Manager Kristina Hernandez

6 student staff

Responsible for:

Maintaining all ASI facilities/grounds

Custodial & landscape contractor

Chiller plant –

- HVAC: Heating/Ventilation/Air Conditioning
- Hot water systems



## Spring and Summer Projects 2017

Annual HVAC/chiller maintenance

Replaced chilled water pump and variable frequency drive

Implemented new custodial contract for all ASI facilities





SRC:

Oversaw replacement of pool deck concrete and  
installation of an outdoor shower

Assisted with installation of Functional Training Rack  
Cardio Studio

- Removed projectors & screens
- Removed double doors
- Removed floor outlets

Painted turnstile entrances

Changed lights in racquetball  
court to LED

Assisted with the restoration  
work after the flood



TSU:

Replaced lower level sewer ejection pumps

Changed light fixtures in Pavilion to LED

Painted ten offices and TBB gaming lounge

Rehung artwork throughout TSU

Installed 11 wi-fi enabled digital locks

Oversaw construction of a platform for the Woolly Mammoth

Custom-made a cabinet for Human Resources



## Food Court:

Moved booths and coolers, rearranged seating for traffic flow

Painted Fresh Kitchen, Togo's, former Round Table Pizza

Replaced tile in the Togo's kitchen area

## Starbucks:

Assisting with oversight of construction and inspections to insure compliance with CSU & ASI standards and manage impact on infrastructure and utilities

## Pieology, Pub, & Hibachi-San:

Same



## Children's Center:

Built two storage sheds

Replaced Children's Center garbage disposal

Re-keyed entire Children's Center

## Projects & Goals 2017-18

Catch up on deferred maintenance

- chillers and boilers
- plumbing
- lighting

Updating TSU and SRC

- new colors
- new projects



# INFORMATION TECHNOLOGY

IT Systems Administrator Ron Morris

Systems Technician Stephen Ramirez

1 student staff

Responsible for:

IT infrastructure in all facilities

Software maintenance & upgrades

Payment card transaction systems

& compliance

Telecommunications

Servers, network switches, data ports

Desktop workstations



2016-2017 Projects:

Email Cloud Migration

Children's Center/SRC Wi-Fi upgrade

Mobile network switches for large events

Implemented PCI P2P payment solution

Assisted with TSU digital locks & security cameras

ASI Marketing iMac upgrade

Network switch replacement

Various software upgrades

Server for audit compliance



## Upcoming Projects & Goals:

Replace all ASI workstations, upgrade to Windows 10

Continue PCI safeguards

OneSolution upgrade

Ceridian implementation



## Building Engineering

Chief Engineer – David Pantoja

Office Manager – Kristina Hernandez

Engineers – Larry, Angel, Carl, Chris, Kirk, 1 vacancy

6 student staff

### Responsible for:

- Maintain all three facilities and grounds
  - TSU, SRC, and Children's Center, Irvine Fitness Center & lounge
- Oversee custodial and landscape contractor
- Chiller plant – HVAC and hot water systems serve both the TSU and SRC (unique to CSUF)
- **Remember:** the TSU is a 41 year old building that requires more maintenance than the SRC and Children's Center, which are both less than 10 years old.

## Spring and Summer Projects 2017

### General:

- Performed annual HVAC/chiller maintenance
  - Replaced chilled water pump #1
- Replaced chilled water pump variable frequency drive
- Implemented new custodial contract for all ASI facilities

### SRC:

- Oversaw Replacement pool deck concrete and installation of outdoor shower
- Assisted with and inspected the installation of Functional Training Rack
- Cardio Studio -
  - Removed three projectors and screens
  - Removed double doors
  - Removed power outlets and repaired floor
- Painted turnstile entrances
- Changed lights in racquetball court to LED – more efficient, longer life, brighter
- Assisted with the restoration work after the flood



## TSU:

- Replaced a lower level sewer ejection pump – Starbucks project paid for one, ASI paid for the other
- Changed light fixtures in the Pavilion to LED – more efficient, longer life
  - **SAVED MONEY (\$100,000 to \$60,000)**
- Repaired, patched, painted ten offices and TBB gaming lounge
- Rehung art work throughout TSU
- Installed 11 wi-fi enabled digital locks – replaced old, added new
- Manufactured mounting brackets and installed 2 projectors in TSU meeting rooms
- Oversaw construction of a platform for the Woolly Mammoth, will install glass wall once fossil is installed
- Assisted with installation of security camera in expansion areas and for the Woolly Mammoth
- Custom-made a cabinet for Human Resources

## Food Court:

- Moved booths and rearranged seating
- Repaired, patched and painted Fresh Kitchen, Togo's, former Round Table Pizza
- Replaced tile in the Togo's kitchen area
- Starbucks
  - David is overseeing the construction and inspections to make sure it is in compliance with CSU and ASI standards, and manage the impact on TSU infrastructure and utilities
- Pieology, new Pub, Hibachi-San – same

## Children's Center:

- Built two storage sheds
- Replaced Children's Center Garbage Disposal
- Re-keyed entire Children's Center for better security and key management

## Projects and Goals 2017-18:

- Catch up on deferred maintenance
  - upgrades to the chillers and boilers, plumbing, lighting
- Updating TSU and SRC
  - new colors (no more maroon and green)
  - new projects from boards and staff

## Information Technology

IT Systems Administrator – Ron Morris

Systems Technician – Stephen Ramirez

1 student staff

### Responsible for:

- IT infrastructure in all three facilities
  - (inside the walls to user)
- Software maintenance & upgrades
- Payment card transaction systems & compliance
  - Info Services, UCC, TBB, Titan Rec
- Telecommunications
- Servers, network switches, data ports
- Desktop workstations

### 2016-17 Projects:

- Email Cloud Migration
  - Campus IT moved all email accounts into the cloud. 250 of those are ASI, IT Services assist with that, responsible for user support to provide a smooth transition.
  - The new cloud email comes with 99 Gb of storage.
- Children's Center/SRC Wi-Fi Upgrade Project
  - Assisted campus IT with upgrade and replacement of most of the Wi-Fi Access points at the Children's Center and many in SRC.
- Mobile Network Switch Project
  - Worked with campus IT to design & purchase 2 Mobile Network Switches to support 48 wired PCs/Macs for events in conference rooms.
    - o League of Legends event on March 24 utilized it for the first time - involved the coordination of Campus IT, ASI IT Services, University Conference Center and TSU Operations. (see attached picture)
- PCI P2P payment solution
  - As directed by the CSUF Division of Finance, implemented peer to peer encryption of credit card transactions (PCI) for Information & Services and Titan Bowl - complying with campus data security requirements while maintaining ASI's transaction tracking capabilities

- TSU electronic locks & cameras
  - Locks: create server for hosting the system, installation, set up, new software
  - Cameras: Assigning IP addresses, coordinating the wiring, switches, new software
  
- ASI Marketing iMac Upgrade
  - Purchased 5 new iMacs to support graphic designers and production staff. IT Services set up, testing and deploying to locations as designated by their department.
  
- Network switch replacement
  - By campus IT for all ASI facilities, including documenting all port requirements (voice, data, POE), rack replacement, budgeting and invoice reconciliation.
  
- Various Software Upgrades
  - EMS and Fusion
  
- Server for audit compliance
  - Created server to host server auditing application

### Upcoming Projects & Goals:

- Replace all ASI workstations & upgrade Windows 10
- Continue PCI safeguards – Titan Rec and UCC
- OneSolution upgrade – Financial system
- Ceridian implementation – HR system