Minutes

TSC Operations Committee Meeting Agenda

Wed November 13th, 2019
1:30pm - 3:00pm PST
Titan Student Union Board Room
In Attendance

I. Call to Order
Prashant Sharma, Operations Committee Chair, called the meeting to order at 1:33 p.m.

II. Roll Call
Members Present: Baker, Kalra, Kurtz, Nikopour, Sadat, Sharma
Members Absent: Solis
Liaisons Present: Collins, Fehrn, Rix
Liaisons Absent: Martin, Tapper, Wiley
*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 policy, a member of the board who does not remain until the scheduled ending time of the meeting (3:00 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 policy, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]
EXCUSALS: None

III. Approval of Agenda
(Kurtz-m/Sadat-s) The agenda was approved as presented by unanimous consent.

IV. Approval of Minutes
a. 10/30/2019 Operations Committee Meeting Minutes
(Kurtz-m/Kalra-s) The October 30, 2019 meeting minutes were approved as presented by unanimous consent.
V. Public Speakers
Members of the public may address TSC Board of Trustees Operations Committee members on any item appearing on this posted agenda.

NONE

VI. Reports

a. Chair (Sharma)
Prashant Sharma provided a written report to the Committee. The report is an attachment to the minutes.

b. Programming Liaison - TBD

c. Director, Titan Recreation (Tapper)
No report.

VII. Unfinished Business

a. NONE

VIII. New Business

a. Information: TSC Budget and Timeline (Sharma)
The Committee will receive information about the budget process and a review of the timeline from Lionel Lawrence, Director of Financial Services.

Sharma invited Lionel Lawrence, Director of Financial Services, to review an overview of the ASI budget timeline and process. Lawrence reviewed a presentation and the proposed timeline, which is an attachment to the minutes.

Lawrence answered questions relating to minimum wage budgeting; budget approval timeline; and overall wage adjustment planning.

Lawrence shared that the Finance Committee Chair, Brittany Cook, will be presenting budget orientation training at the Finance Committee meeting on Thursday, November 14th and again on November 19th. He invited the BOT members to attend if possible.

b. Discussion: Program/Service Evaluation Feedback (Sharma)
The Committee will receive a presentation on the report on the programs evaluated during the semester.

Sharma reviewed the evaluation report on the TSC programs at the SRC for the Yoga and F-45 programs. The report is an attachment to the minutes. Nima Nikopour reviewed a presentation on the Rockwall evaluation. The presentation is an attachment to the minutes. The Committee discussed the evaluations and recommendations.

Recommendations:

- Increase the number of Yoga class offerings.
- Increase the size of the F-45 room and improve the ventilation during the winter season.
- Increased hours for Yoga, F-45 and Rockwall classes.

IX. Announcements/Member’s Privilege
None
X. **Adjournment**

Prashant Sharma, Operations Committee Chair, adjourned the meeting at 2:35 p.m.

Prashant Sharma, Operations Committee Chair

Susan Collins, Recording Secretary
### Roll Call 2019-2020

#### 11/13/2019 Operations Committee Meeting

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#### Roll Call Votes

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TSC Operations Committee Meeting 11/13/2019
REPORT:
In the last BOT meeting, the Board approved the proposal to set operating hours for the TS 2020-2021, enabling it to operate on the weekend before the semester starts as well as extending all night study hours as discussed previously.

Furthermore, we conclude our Program evaluation part for the semester; we would like to refine this further and inculcate this strongly within the Committee.

We have the handbills representing the current BOT’s and are looking forward to spreading more awareness about the Student leadership as well as the Board of Trustees in general.
Basics of the ASI Budget

“What, How & Why We We Budget”

Lionel Lawrence
What is a Budget?

• “A budget is a guide that can help a nonprofit plan for the future as well as assess its current financial health.”

Source: National Council of Nonprofits
https://www.councilofnonprofits.org/tools-resources/budgeting-nonprofits
Types of Budgets

- Associated Students Inc. CSUF has two different budgets: The ASI and TSC.
- Both rely on revenue from student fees (two separate fees)
- The Finance Committee deliberates on the ASI budget
- The Operations Committee deliberates on the TSC budget and presents to the Board of Trustees
- The finalized budgets are combined and are approved by the Board of Directors
Operating Expenses for A Nonprofit

Fixed Expenses
- Salaries
- Insurance
- Interest Expenses
- Utilities

Flexible Expenses
- Travel
- Programming
- Materials
- Speakers
Factors to Consider When Budgeting

• Student Enrollment
• Inflation (Price level of goods & services)
• Revenue (Increases & Decreases of $$$)
• Expenses (Utilities, Insurance, Contracts, Travel)
• Salaries/ Minimum Wage Increase to $15.00 in 2022
How Do We Determine Budget

• Enrollment: Number of students that are paying fees

• Historical Data: Past organizational Information as well as new programming

• Budget vs Actuals: The difference between what was allocated and what was spent

• Obligations: We calculate our Fixed Expenses to determine our Flexible Expenses
Budget Timeline

• November 2019 the Operations Committee of the BOT will review Capital Request Items to be approved by the BOT & BOD.
• March 2020 the Operations Board of the BOT will review the 2020-2021 TSC Annual Budget request to be approved by the BOT & BOD
How Do We Calculate Revenue

• Calculations are based on the Head Count numbers received by campus. We use the Head Count projections and multiply them by our student fees (ASI & TSC) to determine an appropriate budget.

• Example: 40,000 students x $80.31 (ASI fee) per semester
  40,000 students x $145.41 (TSC fee) per semester

• Fee Revenue increases or stays flat annually to adjust for inflation based on the Higher Education Price Index (HEPI).

• In addition we factor in revenue from departments that generate Income to offset financial obligations.
2019-2020 ASI Budget Breakdown

- ASI Fee for 2019-2020 is $80.31
- Projection of $6,291,835
- Operations 39%
- Programming/ Funded Orgs 28%
- Athletics 30%
- Governance 3%
2019-2020 TSC Budget Breakdown

- TSC Fee for 2019-2020 is $145.41
- Projection of $11,806,404
- Budget $8,169,560 remaining balance goes to reserve accounts
- Admin/Operations 33%
- Building Engineering 30%
- Titan Recreation 18%
- Titan Student Union 17%
- Board & Programming 2%
What are Line Items?

• Line Items are descriptive accounts we use to identify expenses and revenue. They are characterized by 4-digits.
• The most common line items that you will encounter are:
  8050- Supplies
  8051- Printing & Advertising
  8052- Communications
  8074- Contracts/ Fees/Rentals
  8077- Travel
TSC Projects

2018 Capital Projects

- SRC: Squat Racks, Security Cameras, Carpet, Deck Furniture
- TSU: Security Locks, Boiler Upgrade, Banquet Chairs
- IT: PC Replacements, Software, Network UP Batteries
- Total $720,100

2018 Main Level Projects

- Paint Interior & Exterior of TSU
- Carpet & Door Replacement
- Paint Food Court seating area
- Wall Texture Removal
- Wayfinding Kiosks
- Total $748,400
TSC Projects

2019 Capital Projects

- SRC: Chairs, Rock Wall floor, weight room equipment, room scheduling display
- TSU: courtyard furniture, pavilion sound, TBB furniture, Brunswick software
- Marketing: iMacs
- IT: Network racks, HVAC control
- Total $843,000

2019 Food Court Project

- Furniture
- Tile replacement
- Door removal
- Total $360,000
TSC Projects

• 2018-2019 Total of $1,203,000 was approved for TSC Projects.
• BOT Approved the Renovation Plan for the TSC 2nd Floor that was estimated at $7 million. Funding for project will be secured over a three year period by increasing our Maintenance & Repair.
SRC Rockwall Survey Results
Survey Results

- Of the 336 responses, 120 were for the Rock Wall
- The results showed an overwhelming sense of satisfaction with the program
Satisfaction with the Program and Instructors

Experience Rating
- Poor: 1.7%
- Acceptable: 5.9%
- Good: 30.3%
- Very Good: 62.2%

Instructor Rating
- Very Poor: 0.8%
- Acceptable: 8.4%
- Good: 26.9%
- Very Good: 63.0%
Attendance

How often do you typically attend this class?

- Daily
- Weekly
- Every 2-3 months
- Less often

What timings do you prefer for these classes?

- Morning
- Afternoon
- Evenings
Class Dates and Time

Are the dates and times of this class satisfactory?

- Yes: 90.7%
- No: 9.3%
Marketing of the Class

How did you find out about this class?

- Word of Mouth: 65.0%
- Social Media: 14.5%
- Marketing and Signage: 20.5%
Would you like to see anything else in this class

- Overwhelming amount of “No” or “None” responses
- A couple survey takers wrote that they would like longer/earlier hours
- Auto-Belay system
  - 2,000-5,000 for a new unit
  - Requires constant maintenance
- Daily Challenges
Would You recommend this class to a friend?

- Only one “No” response
Recommendation

- As shown by the data, this program is already very successful and has a high satisfaction rate.
- The data does not significantly point to any necessary adjustments.
- Improvements can be made through considering earlier times since it was mentioned by some responses.
PROGRAM SURVEY EVALUATION

F-45 & YOGA
PURPOSE

Titan Student Centers provide a plethora of programs and services for its patrons. As Operations Committee, it is our role to assess and provide the students with best on campus recreation experience. This survey evaluation was implemented in improving our existing programs along with services that we offer.
QUALTRICS: A questionnaire was prepared on Qualtrics, a QR code was generated and posted on a foam poster in the SRC.

E-mail: The link to the survey was sent out to the students who have checked in any one of the programs or classes offered within the SRC.
BREAKDOWN

- TOTAL : 333
- F-45 : 106
- YOGA : 51
F-45 TRAINING

- Monday – Thursday: 6 Classes
- Friday: 4 Classes
- Saturday: 1 Class
- These classes are cardio as well as strength based, depending upon the day.
FEEDBACK

Increase the size of the space. This class has a big draw, but it’s always squeezed into the smaller area. I know it’s not logistically easy to fix this problem, but it’s worth strategizing about. Perhaps move everything to the ‘boxing gym’ room. Seems like there’s never anyone in there.

Maybe having more than one trainer at each F45 class would be beneficial because I feel like one trainer isn’t enough to help everyone with their form. I feel like sometimes the trainers don’t really check form which could hurt you in the long run.

It would be helpful if F45 was available before 5 PM, such a 3 or 4 PM class for those who have earlier classes. The main plethora of F45 programs are in the evening.

Bigger space, so we don’t feel so crowded at times.
YOGA

8 classes / weekly
It gets a little hot in the room, but other than that I really enjoy the class and the interactive instructors.

Maybe state what kind of yoga the class will be each day (ie. vinyasa, hatha, etc.)

Yoga consent cards or coins (one side meaning "ok to touch for adjustments" and the other "not ok to touch")
RECOMMENDATIONS

- **Instructor's Name:** One of the recommendations provided was to list the name of the instructor on the application. This would provide the student to choose the instructor for a particular session.

- **Yoga:** Some of the students have shown interest in having more class timings throughout the day. A possibility of having 2-3 classes spread out throughout the day.

- **F-45 Room:** As observed from the comments in the survey, a lot of students have requested for a bigger room, this can be seen especially during the warm up.

- **F-45:** Better ventilation during the winter season, as it gets too humid inside the cardio studio, this was pointed out by some students.

- **F-45:** A lot of students have requested to have a class between 1:00-5:00 P.M.; kindly consider a class within this period.
QUESTIONS?
THANK YOU