



**MEETING MINUTES
October 24, 2018**

CALL TO ORDER

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

ROLL CALL

Members Present: Aguilar, Borjas, Budisantoso, Duncan, Evans, Gil, Greco, Harris, Kienzler, Kurtz, Naeem, Nikopour, Thai, Torres, Vanderhook

Members Absent: Barillas (E)

Officers Present: Collins, Fehr, Martin, Petersen, Scialdone, Tapper, Wiley

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.]

EXCUSALS

Duncan asked if there were any excused absences or early dismissals, and he reported that Allen would be out due to illness and Wiley would attend on her behalf. Additionally Wendy Barillas would be out due to illness. Absences were excused by unanimous consent.

APPROVAL OF AGENDA

(Borjas-m/Kurtz-s) The agenda was approved as presented by unanimous consent.

APPROVAL OF MINUTES

(Torres -m/Thai -s) The minutes from the 10/10/2018 meeting of the Board of Trustees were approved as presented by unanimous consent.

PUBLIC SPEAKERS

Kaetlyn Hernandez, CCO, reviewed information regarding Town Hall event, hosted by CCO and Comm Commission where individuals can ask questions to the student leaders. The event will take place at 1:00 p.m. at the Grand Staircase. There will be a free pasta lunch included near the Starbucks and the studio. The panel for the event will include Doug, Chris, Aaron and Ali. The programs included are: BOD, BOT and Execs. There will be 30 minutes for questions, and all are invited to come and participate with students even if they are not on the panel. The estimated time frame for the event is 2 hours. There will also be an opportunity drawing. Tabling will be next week on Monday/Wednesday and all are invited to come help at tabling. If possible, it would be helpful to post about the event on social media. On Friday at 10 a.m., the setup/run through for the event will take place, so feel free to stop by and share any feedback or visually see how the panel look. This will be held at the Grand Staircase. If you have any questions, do not hesitate to email or text Kaetlyn. Handbills will also be distributed.

Duncan shared that there will be a 1:45pm Time Certain from Rebecca Hesgard, ASI Chief Campus Relations Officer.

REPORTS**a. Chair**

Duncan reported that each trustee should be updating their outlook calendar and checking emails to ensure awareness of meetings and events.

- Class registration for spring is coming up, so please make sure to keep the meeting times open (1:00p.m.-4:00 p.m.) in your class schedule.
- The Pieology construction is moving along, and the tentative completion date for construction is late November to early December with a planned soft opening on January 4th.
- BOT tabling events are coming up soon, so try to spread awareness about what the BOT does. Keep an eye out for the sign-up sheets that will be made.
- Farmers Market will be held on October 30th and November 13th near the TSU from 11:00 a.m.–2:00 p.m. and the Becker Amphitheater on November 7th from 12:00 p.m.-1:00 p.m. Additionally, on November 1st a tabling event will be at 4:00 p.m. and 7:00 p.m. Try to attend one or two of the upcoming events for 1-2 hours where promo items will be available.
- ACUI is coming up in mid-November. We will be moving forward and thinking about projects coming up. ACUI is a great opportunity for networking with other schools who are doing or have done what we are looking at and should be fun and insightful. The conference is an amazing opportunity to connect with people and learn things that would take up a lot of time and money learning on your own.

b. Vice Chair for Facilities

Evans shared that the committee is still working on policies and the solar panels. The office space applications are now closed and 30 applications were submitted which is an increase from last year. The grading process for the applications is due by 12:00 p.m. on Wednesday, November 7th. Committee please make sure to check your emails.

c. Vice Chair for Operations

Kurtz shared that the Student Art show is still up in the main gallery at the Plaza until November 7th. There is great work exhibited which includes a variety of student pieces. The Committee will pick one piece this semester and also next semester to purchase which will then be hung in the TSU.

Operating hours will be considered next semester and the programming survey is also coming up. It will be assessing programs in TSU and the SRC for improvements and changes as applicable.

TIME CERTAIN

Rebecca Hesgard, ASI Chief Campus Relations Officer provided a PowerPoint presentation on the ASI Roundtable Project conceptualized through the Exec Team. The project is aimed at addressing an inclusion problem identified on campus. Also, it focuses on developing inclusion and active engagement with historically marginalized communities and specific identified student groups. Instead of creating a new space for students, bring student leaders to the student groups to gather information on their experiences, and also on how ASI can help. Utilize roundtable format. Follow-up to the Town Hall event.

- Project Goals – issue awareness and education; policy advisement; programming recommendation; collaboration
- Identified Communities – 15 different communities, including DIRC, Transfer, Students with Disabilities, etc.
- Project Teams – how to meet with the different communities. Each team will be led by an Exec Team Member. Each team will meet with 3 of the 15 communities.
- Timeline – October events are in process. November to December is when they will hold the roundtable events. Aggressive timeline to bring back after winter break and discuss during winter retreat. Formulate a plan for spring.
- Be on the lookout for sign-up process next week and be prepared to invest one hour to participate in upcoming events.

Kurtz asked when will student leaders know that the group timeframes are set. Hesgard shared they hope to have dates planned within the next week. Times will be set based on the availability of the groups/space availability.

Evans asked for clarification regarding which student employees would be included. Hesgard confirmed that all campus student employee groups will be invited to participate.

Gil asked about orientation leaders and RA's. Hesgard yielded to Borjas. Borjas shared an overview of the Exec discussion regarding giving students the opportunity to voice and to share their concerns, and that the process will be open to the groups identified.

d. Associate Executive Director

Allen's written report was provided to the Board of Trustees.

a. ASI Board of Directors Chair

Torres reported an update from BOD stating:

- Next week they will be discussing eligibility and accountability bylaws in Governance.
- Resolutions are being drafted, nothing has come to the Governance Committee.
- Accountability and Elections bylaws will be done by December by the end of the semester. If you have any input feel free to reach out.

Kurtz asked for the date and time for the Governance Committee. Torres, shared it will be Thursdays at 2:30 p.m. in the Presidents Room.

b. ASI President's Rep.

Borjas provided a written report,

- Shared that Friday is great time to register for spring. He asked the Trustees to keep in mind that it is required as part of your position to keep the meeting time available in your schedule (1:00 p.m.-4:00 p.m.).
- Since BOD does leadership reviews, the Executive Team is looking into setting up a feedback form online for the remaining term so they can also receive feedback on their performance.
- Last day for the Ballet Bowl registration was last Friday. The official count should be done by 10/30. The team will be shifting from registering students to vote, to actually encouraging students to go and vote.
- There will be a meeting with VP Dr. Eanes and President Virjee where they will talk about the upcoming Promenade project. They will be addressing the fact that the students were not consulted in the project, and the importance of shared governance.
- Project Roundtable event – this is an event that students have wanted to make available for years. Participating in this event will help to bring about change for the campus/students. Everyone needs to be engaged.

Greco asked about the Promenade. Borjas provided a brief overview of the project.

1ST QUARTER FINANCIAL REPORT

Lionel Lawrence, Director of Financial Services, provided an overview of the first quarter financial report for Titan Student Centers.

- Budget season reminders – ICC's and budget meetings are coming up. We are all practicing "tightening our belts". He discussed the minimum wage impact, increase in costs, and lower head count for students. Fall semester we had an under-enrollment, so the University is talking about how to increase the enrollment for Spring 19.
- Income broken into 3 areas (revenue): TSC (bowling, tickets to amusement parks, etc), SRC (locker income, membership fees, etc.) and Operation/Programming (dining services: Starbucks, Panda Express, ATM's), overall income is at 17%. Healthy level is at 25% for the quarter, down a bit due to the timing of school

starting, new students still figuring the campus out, and evaluating rates in some areas.

- Expense for TSC – Salary (benefits, wages for full time/part time staff), Operational (utilities, Livescans, etc.), Support (things to help us get by) overall is at 22%. Reviewed detail items supporting the overall picture.

Greco stated, total income is different from summary and detail reports. Lawrence shared this excludes income we actually receive and explained the budgeting process.

Greco, also stated that the Operating Committee is preparing for budget, and asked what areas of concern should they be aware of. Lawrence responded by saying that Operations should be aware of increases in wages, cost of living, benefits, insurance premiums, post-retirement benefits, and enrollment numbers.

Evans asked how much is in reserves. Lawrence shared that the reserves balance housed on campus side, are approximately \$6 million to address catastrophic funds and maintenance and repair account. He will be providing the numbers to the Board.

Duncan stated that at the last presentation meeting, they had about a \$8.3 million budget. What portion is allocated and/or being used in other areas and what do we have to work with now? Lawrence responded that the \$8.3 million at the time did not include moving the \$2 million to maintenance and repair, so right now the balance is at about \$6.3 million. Catastrophic fund account is around \$600,000-\$700,000. With the operating account, unless there is a catastrophic fund withdraw, the money is housed/secured for budget purposes.

Greco asked about the difference between the drawdown of \$8.3 versus the \$2 million moved to reserves and the \$9.7 projected budget and whether or not the budget has a shortfall. Lawrence said the remaining \$260,000 will be used for capital, and will be reported during budget time. Lawrence also stated that we are not short and are fine in terms of the budget.

Aguilar asked about printing/advertising, staff development, line items. Lawrence shared the first quarter numbers are down due to the timing of the report. As the semester continues additional costs will occur.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS/MEMBERS' PRIVILEGES

None

ADJOURNMENT

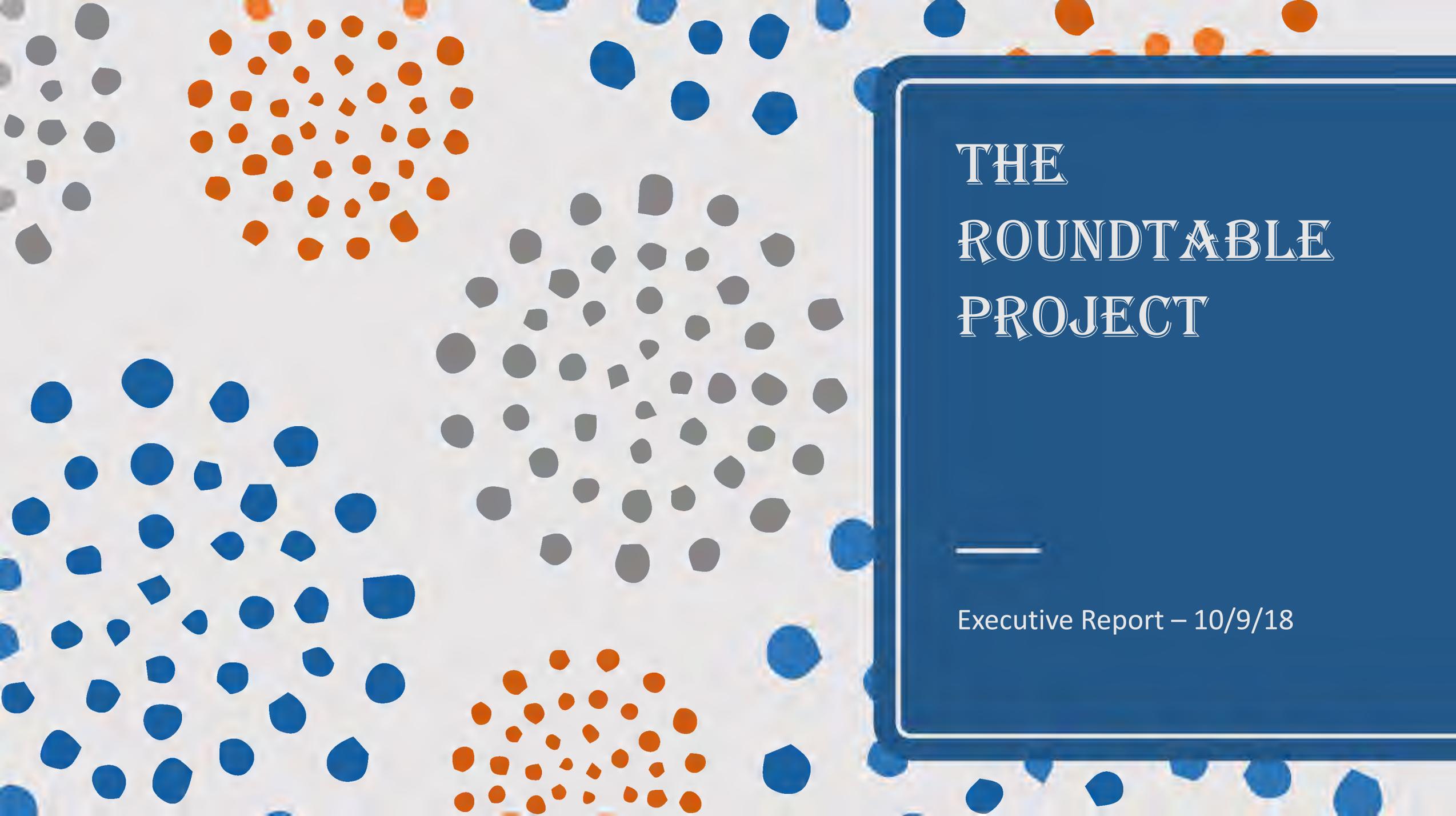
Duncan adjourned the meeting at 2:31 p.m.



Riley Duncan, TSC Board of Trustees Chair



Susan Collins, Recording Secretary



THE ROUNDTABLE PROJECT

Executive Report – 10/9/18

PURPOSE

The **Roundtable Project** is a project aimed at inclusion and active engagement with **historically marginalized communities and specific, identified student groups**.

Instead of creating a table for students, invite students into the spaces, programs and conversations that Associated Students already occupies. This discussion at the roundtables focuses on understanding the heart of what happening in that intersection between the student we see and the community they are a part of.

PROJECT GOALS

- 1. Issue awareness and education**
- 2. Policy advisement**
- 3. Programming recommendation**
- 4. Collaboration**

IDENTIFIED COMMUNITIES

- LGBTQ+ Students
- APIDA Students
- African American Students
- Chicanx/Latinx Students
- Undocumented Students
- Transfer Students
- Graduate Students
- International Students
- Students with Disabilities
- Student Athletes
- Formerly Incarcerated Students
- Pregnant or Parenting Students
- Veteran Students
- Student Employees
- SWANA Students

PROJECT TEAMS



LEAD TEAM WHO'LL COORDINATE 3 ROUNDTABLES EACH:

- Rebecca Hesgard
- Meghan Waymire
- Ana Aldazabal
- Kaetlyn Hernandez
- Josh Borjas

EACH TEAM WILL CONSIST OF THESE MEMBERS:

- 1 Lead Team Member
- 1 ASI Board of Directors Member
- 1 ASI Board of Trustees Member
- 1 ASI Programming Member
- 1 ASI Commissions Member

The above recommendation from ASI is so that ASI does not take up the majority of the space in these roundtables. While it is important to be engaged in the conversations, we have to be mindful of the impact of how much space we take up in our advocacy work.

TIMELINE

OCTOBER:

- Each lead team member will reach out to a Director/Coordinator/Staff Member of 3 identified communities
- The team member will meet with the respective campus staff member or student member if that community has identified support to talk about the roundtable and its goals
- The team member will identify a 1 hour – 1 ½ hour time to host a roundtable in an identified space

NOVEMBER – DECEMBER:

- The roundtables will be hosted during the timeframe between Nov. 1st and the last day of classes
- This will be a follow up to a planned ASI Town Hall on Nov. 1st



QUESTIONS?

TITAN STUDENT CENTERS

INCOME

Service chargebacks, Merchandise Sales, Class Bowling, Shoe Rentals, Foosball, Shuffleboard, Misc. Rev., Room Rental, Movie Ticket Income, Computer Services Income, Personnel Services Income, Amusement Ticket Income, Sports Ticket Income, Table Tennis, Billiards, Goods, Ticket Stock Rev., Gaming Center, Electronic Games, Games Special Events, Bowling, Equipment Rental, See's Candy Gift Certificate, General Revenue

TITAN STUDENT CENTERS

STUDENT RECREATION CENTER

Locker Income, Merchandise Sales, Miscellaneous Rev., Room Rental, Personnel Services Income, Registration Fees, Rock Wall Classes, Membership Deposit

OPERATION/PROGRAMMING

Dining Commissions, Service Chargebacks, Yum, Misc. Rev., ATM & Amazon Locker, Interest Income

| | BUDGET | ACTUAL | VARIANCE | % |
|----------------------------------|------------------|----------------|------------------|------------|
| Titan Student Union | 951,504 | 120,676 | 830,828 | 13% |
| Student Recreation Center | 604,111 | 163,738 | 440,373 | 27% |
| Operation / Programming | 697,325 | 87,736 | 609,589 | 13% |
| TOTAL | 2,252,940 | 372,151 | 1,880,789 | 17% |

EXPENSE

SALARY

Personnel Service FT, Personnel Service PT, Staff Benefits, Student Benefits, Student Leader Fin. Award, Contract Wages

OPERATIONAL

Merchandise for Resale, Repairs and Maintenance, Depreciation Exp., Minor Construction, Leasehold Improvement, Vehicle Exp., Staff Development, Insurance, Utilities, Capital Equip./Improvement, Contingency, Prior Exp, Repair and Maintenance, Life Scan

SUPPORT

Supplies. Printing Adv., Communication, Contract/Fees/Rentals, Travel, Dues&Subscriptions, Postal Exp

| | BUDGET | ACTUAL | VARIANCE | % |
|--------------------|------------------|------------------|------------------|------------|
| Salary | 4,468,855 | 1,048,973 | 3,419,882 | 23% |
| | | | | |
| Operational | 2,292,100 | 499,358 | 1,792,742 | 22% |
| | | | | |
| Support | 3,025,483 | 616,026 | 2,409,457 | 20% |
| TOTAL | 9,786,438 | 2,164,358 | 7,622,080 | 22% |

TITAN STUDENT CENTERS - SEPT 2018

| | BUDGET | ACTUAL | VARIANCE | % |
|-------------------------------------|------------------|----------------|------------------|------------|
| INCOME | | | | |
| Titan Rec. Registration/ Class Fees | 554,212 | 152,232 | 401,980 | 27% |
| Dining Commisions | 168,000 | 18,716 | 149,284 | 11% |
| Service Chargebacks | 429,253 | 61,317 | 367,936 | 14% |
| General Merchandise | 33,361 | 595 | 32,766 | 2% |
| Retail Services | 68,701 | 14,303 | 54,398 | 21% |
| TBB games | 51,491 | 13,825 | 37,666 | 27% |
| Fundraising/Int. Income | 50,000 | 3,882 | 46,118 | 8% |
| Discount Ticket Sales | 36,400 | 10,003 | 26,397 | 27% |
| Facility/Equipment Rental | 251,912 | 102,869 | 149,043 | 41% |
| Computer/Personnel Serv. Inc. | 97,085 | 10,264 | 86,821 | 11% |
| TOTAL INCOME | 1,740,415 | 388,006 | 1,352,409 | 22% |

| EXPENSE | | | | |
|--|------------------|------------------|------------------|------------|
| Professional Staff Wages | 2,035,106 | 471,105 | 1,564,001 | 23% |
| Student Wages | 1,407,000 | 357,945 | 1,049,055 | 25% |
| Benefits (Staff and Student) | 985,500 | 219,924 | 765,576 | 22% |
| Student Leadership Awards | 41,250 | 41,250 | - | 100% |
| Supplies/Merchandise | 392,700 | 53,567 | 339,133 | 14% |
| Printing & Advertising | 24,400 | 380 | 24,020 | 2% |
| Communications/Postal | 52,200 | 2,038 | 50,162 | 4% |
| Repair/Minor construction/Depreciation | 315,820 | 93,215 | 222,605 | 30% |
| Contracts/Fees/Rentals | 3,545,350 | 554,427 | 2,990,923 | 16% |
| Travel | 81,300 | 2,329 | 78,971 | 3% |
| Dues & Subscriptions | 14,870 | 3,286 | 11,584 | 22% |
| Staff Development | 20,250 | 575 | 19,675 | 3% |
| Insurance | 110,000 | 35,111 | 74,889 | 32% |
| Utilities | 730,000 | 7,212 | 722,788 | 1% |
| Contingency/Prior Year Exp | 30,692 | 9,048 | 21,644 | 29% |
| TOTAL EXPENSE | 9,786,438 | 1,851,412 | 7,935,026 | 19% |

KEYA ALLEN - FALL REPORT

Associate Executive Director, ASI

October 24, 2018



Titan Student Centers

- Working on Capital Request
 - Completing install of of IT in meeting rooms
- 

Marketing and Communications

- Researching with IT remote operation of digital screens throughout the TSU and SRC

Leader & Program Development

- Successful Farmers Market
- Continuing scheduled events

Administration Update

Scholarships: 8 scholarships 35 book scholarships

473 applicants for Fall 2018 ASI Scholarships.

30 % of the grading is done. October 26th is the last day to grade scholarships

Events Calendar

| Event | Date | Time | Location |
|--------------------|------------------|---------|--------------------------|
| ASI Town Hall | November 1, 2018 | TBD | Grand Staircase |
| Midterm Elections | November 6, 2018 | All Day | Alumni House |
| Mobile Food Pantry | November, 2018 | TBD | Front of TSU |
| ASI Alumni Mixer | December 1, 2018 | TBD | TSU |
| Homecoming | December 1, 2018 | TBD | Various campus locations |
| | | | |
| | | | |
| | | | |

