Minutes

Titan Student Centers Board of Trustees

Wed January 29th, 2020

1:30pm - 3:30pm PST

Titan Student Union Board Room

In Attendance

I. Call to Order
Douglas Kurtz, TSC Board of Trustees Chair, called the meeting to order at 1:33 p.m.

II. Roll Call
Members Present: Aguilar, Brem, Budisantoso, Carlsen, Evans, Flowers, Greco, Kurtz, Nikopour, Reveles, Rix, Sadat, Shabak

Members Absent: Aguilar*(E), Sharma

Liaisons Present: Collins, Scialdone, Wiley

Liaisons Absent: Martin, Masoud

According to 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 [3:30 p.m.]

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the 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.

EXCUSALS: (Reveles-m/Sadat-s) Kurtz informed the Board of Trustees that Aguilar would need to leave the meeting early due to a campus meeting. Absences were excused by unanimous consent.

III. Approval of Agenda
(Reveles-m/Zirzow-s) The agenda was amended to reflect approval of the December 4, 2019 meeting minutes. The amended agenda was approved by unanimous consent.

IV. Approval of Minutes
a. 10/09/2019 TSCBOT Meeting Minutes
The December 4th TSC Board of Trustees minutes were approved by unanimous consent.

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.

- Dr. Meredith Basil Assoc Director of Athletics, spoke to the BOT relating to the upcoming Career Expo. She shared that additional information would be provided. Encouraged all members to attend.

VI. **Time Certain**

a. **1:45 p.m. Auxiliary Services Corporation Roscoe's Deli Update ~ Kissel & Lynch**

Chuck Kissel, ASC Executive Director/CEO and Tony Lynch, ASC Director Campus Dining, presented an update report on the Roscoe's Deli project in the Titan Student Union (TSU). The presentation and Proforma report are an attachment to the minutes. Kissel and Lynch answered questions from the Board.

Questions:

- Explanation of the Rental amount on the Proforma.
- When was the Proforma completed, and why so late in the process when the promise was to open spring 2020. The timing of the Proforma was based on approval of drawings.
- Was there any income study done during the process. If it had been done in 2017 would the amount have been better/worse. No study was conducted early in the process. The outcome would have likely been similar.
- Clarification on the dates presented on the form.
- Pop-up Pub space allocation/location. The suggested space for the Pop-up concept would be the quiet quiet lounge/patio. The Art Gallery would remain as is.
- Pop-up Pub, any idea who would provide beer, i.e. Bootleggers/alumni business. Details have yet to be worked out, pending approval of the concept.
- Any thought to moving Togo's out and replace it with Roscoe's. - Cost to run Togo's or Roscoe's would require kitchen infrastructure in the space allocated.
- Under Roscoe's limited to their rules. Under Pop-up concept, there is more flexibility to run under own rules/guidelines.
- Pop-up option, what are the cons. - ABC food/alcohol approval
- Asbestos issue - how would any other option be impacted. - Issue would need to be assessed and addressed. Campus would need to approve moving forward without any remediation.
- Who would be financially liable for Pop-up option. - ASC full liability. Would work with Athletics and ASI on the design and setup.
- Design costs would be included in budget for the concept.
- Would there be an agreement with rent/commission to ASI. The Pop-up would receive commission similar to existing food concepts in the TSU.

VII. **Reports**

a. **Chair ~ Kurtz**

Douglas Kurtz provided a written report to the Board of Trustees. The report is an attachment to the minutes.
b. **Vice Chair for Facilities ~ Rix**
   Raechel Rix, Vice Chair for Facilities, provided a written report for the Facilities Committee. The report is an attachment to the minutes.

c. **Vice Chair for Operations ~ Sharma**
   No report.

d. **Associate Executive Director ~ Wiley**
   Drew Wiley, Associate Executive Director, provided a written report to the Board of Trustees. The report is an attachment to the minutes.

e. **Board of Directors Designee ~ Reveles**
   Marcus Reveles, ASI Board Designee, introduced himself and provided an update from the Board.
   - Breakfast with the Board - collaboration with BOD & BOT, breakfast burritos. More info will be provided.
   - Roscoe's presentation came to the BOD. Hoping the BOT will find a good solution for students.
   - Campus Security Camera's, consultant spoke to the Board about where to put cameras, where to update, how to best improve security on campus in light of recent events.
   - Question, what impact for BOT, SRC, and what expense there would be.
   - Any discussion on cameras around bike storage areas.
   Wiley shared a consultant provided a report to the BOD. There were no specific details in regards to where cameras would be placed or who bears the cost.

f. **President's Designee ~ TBD**
   Aaron Aguilar, President, reported on the resignation of Mansi Kalra, VP. Scholarships are now open until March 6th. The Exec Officers and BOD members will be taking on additional duties from the VP position. Aguilar shared Kalra stepped down due to incidents of harrassment and encouraged all students to reach out if they experience any harrassment or concerns. Upcoming projects, Wellness Survey results are in, working on a qualitative report and will share more information. You @ Fullerton pilot program is in process. Basic Needs more information coming, Food Pantry project. Be on the watch for the, CA Higher Education Summit, including Sacramento Lobby efforts, the application to attend is open and is due Friday by 5pm. ASI Speaker Event with Winston Duke on Monday. Campus Safety Forum will be held this week.

VIII. **Unfinished Business**

a. **NONE**

IX. **New Business**

a. **Discussion: Roscoe's Deli (Kurtz)**
   The Board will discuss the Roscoe's project following the update from ASC.

   Kurtz opened discussion on the Roscoe's Deli project. This is a discussion on what the Board thinks about the options presented. The Board discussed:
   - Evans, dissapointed in the late notice that the concept is cost prohibitive. Feels bad for students who have spent years waiting for this concept to open. The second option is something to consider.
Breem, should the Board look at other companies instead of Roscoes?
Scialdone suggested moving to a longer term agreement with another chain, could move to Pop-up as a short term option.
Greco, long term with Roscoe's seems flawed. Roscoe's is limited in service to students, and it probably a reason for the deficit. Should consider what enhances the student experience at CSUF. Option 2/Pop-up with a sports bar theme could be a great option for students, and there is no cost liability to TSC.
Carlsen, when did management learn about the potential loss/deficit.
Budisantoso Option 2 seems the best option, great programatic option, other campuses have pub concepts. Great for development, alumni.
Breem, would option 2 be able to be developed by Fall 2020.
Kurtz liked the concept Option 2 as a short term solution, look for a longer term option down the road. Potentially attract other vendors
Zirzow, would asbestos issue affect the timing.
Fehrn, presentation today was not shared with Building Engineer or Associate Director of TSU. Flooring is okay for use unless it is disturbed. Abatement process can generally be done quickly.
Evans recommended that a survey be put together to reassess the students needs for a pub like concept.
Greco why would a survey be needed from students.
Evans it is important to know that we are meeting the needs of students, confirmation would not take long and gathering student feedback is important.
Breem shared moving away from food court since there is beer should not be a problem. What questions would be asked in survey. Evans shared sample/potential questions.
Greco how would the survey be administered. Evans utilize ipads around TSU or other options.
Kurtz it would be nice to make the survey part of Breakfast with the Boards event.
Sadat great option for commuters.
Evans bringing this to the light for student awareness is a good thing.
Reveles it would be a good thing to reaveal some of the impaction in the food court.
Greco like the suggestion Budisantoso made regarding the alumni.
Rix asked if Club 57 offers alcohol. If so, are we trying to mimick 57.
Budisantoso shared when alumni hosts events with alcohol the events are very popular. Believes it would not be an issue. Many events hosted in Pavilion would be convenient.
Kurtz programming events would provide good opportunities.
Breem would it be possible for Fullerton to brand their own pub.
Greco clarified, Option 2 is CSUF, not Roscoes.
Evans asked what is the difference between Pub and Pop-up. Wouldn't they be the same.
Budisantoso main difference one provides food, the other does not. Pop-up provides more flexibility.
Fehrn shared an overview of the Pub when it was open earlier in TSU, food and alcohol were provided, the space was occupied. ASC oversaw the operation and tried to make it more of a sports bar concept. According to ASC the location did not produce the profit they expected. Encouraged the Board to look into what will be different. Requirement in place that says alcohol would be provided by ASC and food by ASC. Will need to revisit existing agreements etc.
Evans does the BOT need to rescind the proposal for Roscoe's and space allocation.
Wiley role of BOT approval of pub concept, approval of utilization of space. No need
to take action to undo proposals. Make an official statement regarding not subsidizing Roscoe’s buildout or the deficit.

Kurtz start working on survey to gain student input in regards to pub concept. Share any thoughts or concerns to bring to ASC. Will continue to discuss this moving forward. Share any strong thoughts moving forward. Brem asked if ASC can address how this will succeed versus the platform used in the past. Greco invite ASC back to talk about option 2. Tapper ask if ABC would approve Pop-up concept. Wiley BOT role, this was not an issue that the Board did anything wrong. This is an ASC project management issue. Asking what ASC will do to ensure the concept is successful is prudent. Brem suggested including forecast/financial analysis earlier in the process.

b. Discussion: Winter Break Trip - SRC (Kurtz)

The Board will discuss what they learned from the Student Recreation Centers they visited over the winter break.

Kurtz asked the Trustees who attended the Winter Break Trip to share an overview from their visit to the various SRC facilities.

- Visited several campuses to review SRC, Food Pantry, and Student Unions
- Evans shared information about the Stanford campus, outdoor adventure program, REI feel for the space, three stories.
- Brem shared thoughts about San Francisco State, three pools/all ADA accessible, sauna, great hangout space.
- Nikopour Berkeley had a shoe donation area.
- Rix initially had 19-20 racketball courts. Changed the spaces into different rooms for different spaces, rowing, boxing, spin room.
- Aguilar many indoor tracks not being utilized.
- Kurtz many tracks are around the building with different turns. Some figure 8 tracks.
- Brem at SJS isolated basketball court with different uses, Basketball, indoor hockey, soccer, badmitten, many uses.
- Rix Skateboard racks at almost every school. Most campuses shared highly utilized.
- Nikopour many schools had machines for disabled/injured/wheelchair accessible.
- Kurtz Berkeley had a machine to help circulation.
- Evans skateboards were allowed on Stanford and Berkeley, but not SJ State.
- Kurtz CS East Bay Wellness Center in back of Rec Center, massage, relaxation room, etc. Graphics/colors/decor very nice. Employee of the month.
- Brem Berkeley had pictures of Athletes sponsors; Olympians from the school.
- Kurtz ways to enhance walls, use pictures/photos of students, ask for sponsors to cover the cost.

c. Discussion: Winter Break Trip - Food Pantry (Kurtz)

The Board will discuss what they learned from the Food Pantry locations they visited over the winter break.

Kurtz opened the floor to discussion on the Food Pantry concepts based on the locations visited during the winter break trip.

- Evans shared Baker attended the trip and took notes on the Food Pantry, reach out if interested in more information. East Bay had student athletes gather unused hygiene products to bring back to the pantry after traveling for competitions.
- Brem East Bay repay parking tickets by donating to the Food Pantry.
- Kurtz UC Berkeley App for food pantry, hours, what’s available, etc.
- Evans locations of Food Pantry at various campuses were not front and center.
- Kurtz UC Berkeley Clothing available near Food Pantry.
- Nikopour East Bay's food pantry collect coupons and make them available to students.
- Kurtz Stanford not able to visit Union/Food Pantry; SF State Union closed and did not see Food Pantry.

d. **Discussion: Winter Break Trip - Student Unions (Kurtz)**

The Board will discuss what they learned from the Student Unions they visited over the winter break.

Kurtz opened the floor to discussion on the Student Union locations visited during the winter break.

- Nikopour Vending Machine for school supplies was interesting (scantrons, pencils, etc). Evans those things are available at the Yum/bookstore.
- Kurtz charging station that allows you to lock your phone up while they charge. Highly used. Seems to be a great option to consider for the TSU. East Bay outside of the Pavilion, wall that opens up. Possibly in the lounge area that would open up to the patio.
- Evans great trip, cool concept that would be good for future boards to consider doing.
- Kurtz Berkeley universal bathroom with lockers. San Jose State Union campus logo. BOD office space concept.

e. **Information: Boardable Board Management Software (Kurtz)**

The Board will receive information on the board management software program, Boardable, from Drew Wiley, Associate Executive Director.

Kurtz asked for a motion/second to table information on Boardable software program to next meeting. (Evans-m/Reveles-s). The item was tabled until the February 12th meeting by unanimous consent.

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

- Evans asked Kurtz if he could send an email about the conferences and dates and questions he wanted responses for.
- Carlsen Fitness and Wellness Coordinator interviews are coming soon.
- Wiley invite for Boardable was sent to all. Please sign in, get comfortable.
- Budisantoso, Alumni scholarships open, due by March, $1,000 awards. Dinner with 12 Titans please sign up.

XI. **Adjournment**

Douglas Kurtz, Chair, adjourned the meeting at 3:26 p.m.

Douglas Kurtz, TSC Board of Trustees Chair

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

### 01/29/2020 TSCBOT MEETING

#### Attendance

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### TSCBOT Liaisons

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REPORT:

- Over the break had family time and attended a retreat.
- This semester we will be moving along faster than the first.
- For some direction, the following are a few things we will be working on this semester
  - Roscoes, SRC Operating hours, the budget, theater renovation, SRC expansion, breakfast with the boards, and club office space.
  - ACUI is March 15th to 18th, if you would like to attend please text me by Monday with the following: Why you would like to attend, and what do you expect to gain.
  - NIRSA is April 18th to 21st, same as above
  - I will save my recap of the winter trip for later in the meeting.
Raechel Rix, Vice Chair Facilities:

- Hello everyone! Welcome back to this Spring semester. I hope everyone had a restful break.
- Over the break, me and some other trustees toured different campuses in the San Francisco area, and we have some new ideas. As far as the Theater Remodel, we have begun writing the proposal, as well as we have looked into different ideas that can be a possibility for the space. This is probably going to be our biggest project this semester. Other projects we are working on include the mammoth, possibility of a SRC expansion, and possibly changing the process for applications for Club Office Space.
- It’s going to be a great semester!
TO: Titan Student Centers Board of Trustees
FROM: Drew Wiley, Associate Executive Director
SUBJECT: Regular Meeting Update Report
DATE: 29 January 2020

Student Government Retreat
- Thank you to those that attended the January student government retreat
- I am excited to see the outreach and project work that will go on this semester

ASI Presents Actor Winston Duke
- ASI Programming has a new event happening this Monday, Feb 3 at 7pm in the Pavilions
- This is part of a new speaker event series we have been working to launch over the past couple years

ASI Scholarships Program
- The ASI Scholarship program provides a variety of opportunities for students in both the Fall and Spring semesters
- Please consider signing up to help grade scholarships; we need leaders from the Board of Directors and TSCBOT to grade these applications and award the scholarships

Wayfinding Displays
- New wayfinding displays continue to be installed
- Displays now include student leader’s office hours

WEPA Printing
- After piloting the WEPA print system, usage statistics did not meet requirements and WEPA discontinued their service
- We are currently exploring a new solution with Campus IT that will integrate to their existing printing system

Employee Recognition Program Display Cases
- Working to procure and identify locations for new display cases for this program
- The cases will also provide a place to list currently available ASI student employment positions

Titan Recreation Fall Statistics
- Total turnstile count: 203,322
- F45 Memberships: 686 unique students, 81 unique faculty/staff, $10,455 revenue generated

Current Professional Staff Searches
- Building Engineering—Office Coordinator
- Building Engineering—Building Engineer
- Children’s Center—Lead Teacher
- Leader and Program Development—Office Coordinator
- Titan Recreation—Fitness & Wellness Coordinator
Request to add a new food service: Roscoe’s Famous Deli

PRESENTED TO:  Titan Student Centers Governing Board

MEETING DATE:  Programs and Services; April 26th, 2017

PRESENTED BY:  Jared Hill

BACKGROUND
The TSU is the center of campus life and student engagement. It serves as a place to gather before sporting events, relax between classes, and socialize with friends and colleagues. Over the years, The Pub has had a steep decline in popularity and ASI and ASC began to work together to provide a local brand name, which resonates with students, to the CSUF campus. Roscoe’s Famous Deli is at the heart of Downtown Fullerton and is a very popular location.

PROPOSAL
Request to add a new food service: Roscoe’s Famous Deli.

RATIONALE
Roscoe's is a local favorite that specializes in top of the line sandwiches combined with an eclectic and creative atmosphere. Serving full or half sized sandwiches as well as a variety of sides and alcoholic beverage options, Roscoe’s will serve as the replacement and revitalization for The Pub concept.

IMPACT
With summer construction, a minimum amount of students will be impacted.

BUDGET IMPACT
There is a minimal budget impact associated with the proposal. It is expected that all costs associated with this project will be absorbed by ASC.

IMPLEMENTATION TIMELINE
With construction taking place primarily in the months of June and July of 2017, we can hope to have this foodservice change completed by the start of Fall 2017.
Request to reassign the use of the Mainframe Computer Lounge and Quiet Lounge.

PRESENTED TO:  Titan Student Centers Governing Board

MEETING DATE:  Facilities and Operations Committee; Wednesday, April 26th, 2017

PRESENTED BY:  Jared Hill, Titan Student Centers Governing Board Chair

BACKGROUND
For several years, the Pub has been a neglected space that is underutilized and hidden from student engagement. It has limited lighting and does not provide the seating and outdoor accessibility needed to make it a welcoming space for student life. For months, TSC student and staff leadership has been working with ASC and Brailsford & Dunlavey to locate a new space that is both welcoming and opportune for revitalization.

PROPOSAL
The Titan Student Centers Governing Board will consider converting the Mainframe Computer Lounge & Patio as well as the Quiet Lounge into the location of our Pub concept.

RATIONALE
The Mainframe Computer Lounge & Patio and Quiet Lounge are located at the hub of student life in the TSU. Offering indoor/outdoor seating as well improved foot traffic to the rest of campus, these locations will be able to merge into the ideal Pub location.

IMPACT
The impact of the closure of these facilities will be minimal. Both locations are currently underutilized and as ASI hopes to expand the laptop rental program in the future the need for the computer lounge will continue to decrease. Since the Information and Services Desk has moved to the TSU Expansion, the foot traffic to the Quiet Lounge has been minimal. With the findings from Brailsford & Dunlavey, the Titan Student Centers Governing Board will consider new and innovative work spaces for students at a later date.

BUDGET IMPACT
There is no budget impact associated with the proposal. It is expected that all costs associated with this project will be absorbed by ASC.

IMPLEMENTATION TIMELINE
Reassignment of the rooms would be effective June 2017.
Roscoe’s Pub & Deli Update

Chuck Kissel and Tony Lynch
Project Financial Challenges

- Capital Expenditure estimated at $1M+
  - Space has a lot of unknowns
  - Space tested positive for asbestos and requires abatement
- ASC commitment remains at $500K
  - ASC has spent approximately $100K to date with due diligence
- Project Forecast shows operation with a net loss of $192K per year
  - Project has no commission to ASI
Capital Expenditure Breakdown ($985,510)

- General Contractor Bid: $524,037
- Roscoe’s Equipment Package: $225,198
- Architectural Services: $60,000
- Abatement/Hazardous Materials: $25,000
- DSA, Peer Review, OSFM, OCHCA, RSI, CCI Reviews: $25,000
- CSUF Facilities Management Fee: $36,683
- 10% Contingency: $89,592
- Unexpected project costs: unknown

CSUF, Titan Student Union
Project Options

• Option 1
  • Proceed with project
    • ASC commits $500K
    • ASI commits remainder of capital outlay, estimated at $500K+
    • ASI covers operational loss, estimated at $192K/yr
Project Options (cont.)

• Option 2
  • Consider pop-up pub concept
  • Branding working with ASI and Athletics

• Option 3
  • Do not proceed with project and work together to identify other opportunities
Option 2: Pop-up Pub
### CSU Fullerton Auxiliary Services Corporation

**Proforma July 20 - Jun 21**

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#### BENEFITS & TAXES

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<th>Weekly 6,750</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer FICA Expense</td>
<td>4,590</td>
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<tr>
<td>Employer SUI Expense</td>
<td>300</td>
</tr>
<tr>
<td>Employer Workers Comp Expense</td>
<td>172</td>
</tr>
<tr>
<td>Employer Life Insurance Exp</td>
<td>45</td>
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<tr>
<td>Employer Dental Insurance Exp</td>
<td>563</td>
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<tr>
<td>Employer Health Insurance Exp</td>
<td>8,905</td>
</tr>
<tr>
<td>Employer Retirement Expense</td>
<td>4,800</td>
</tr>
<tr>
<td>Employer Vision Care Expense</td>
<td>58</td>
</tr>
<tr>
<td>Postretirement Benefit</td>
<td>600</td>
</tr>
<tr>
<td>30 HR ER Life Ins Expense</td>
<td>0</td>
</tr>
<tr>
<td>30 HR ER Dental Expense</td>
<td>0</td>
</tr>
<tr>
<td>Health-Partial Benefits</td>
<td>0</td>
</tr>
<tr>
<td>Meal Break Premium Penalty</td>
<td>0</td>
</tr>
<tr>
<td>Total Benefits &amp; Taxes</td>
<td>21,582</td>
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#### TOTAL PAYROLL EXPENSE

<table>
<thead>
<tr>
<th>Description</th>
<th>Weekly 6,750</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Payroll Expense</td>
<td>123,582</td>
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#### GROSS PROFIT

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Gross Profit</td>
<td>9,867</td>
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#### NON-PAYROLL EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Weekly 6,750</th>
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</thead>
<tbody>
<tr>
<td>Advertising and Promotion</td>
<td>0</td>
</tr>
<tr>
<td>Admin Fee-Non Operational Overhead</td>
<td>0</td>
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<tr>
<td>Other Direct Cost</td>
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<tr>
<td>Local Advertising</td>
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<tr>
<td>Telephone and Communication</td>
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<tr>
<td>Printing</td>
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<tr>
<td></td>
<td>JULY 20</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Postage and Delivery</td>
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</tr>
<tr>
<td>Supplies-Office</td>
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</tr>
<tr>
<td>Supplies-Cleaning</td>
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<tr>
<td>Depreciation</td>
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</tr>
<tr>
<td>Services-Bank Charges</td>
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<tr>
<td>Credit Card Fees</td>
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<tr>
<td>Insurance-General</td>
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<tr>
<td>Repairs &amp; Maintenance</td>
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<tr>
<td>Maintenance-Pest Control</td>
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<td>Maintenance-Contracts</td>
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<td>Supplies-Merchant</td>
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<td>Supplies-Uniforms</td>
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<tr>
<td>Paper Supplies</td>
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<td>Donations</td>
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<tr>
<td>Rental-Building/Space</td>
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<tr>
<td>Services-Contracted</td>
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<tr>
<td>Safety/Security</td>
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<tr>
<td>Trash Removal</td>
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</tr>
<tr>
<td>Utilities</td>
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</tr>
<tr>
<td>Employee Text Incentive</td>
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<tr>
<td>Employee Development</td>
<td>0</td>
</tr>
<tr>
<td>Dues, Membership, Subscription</td>
<td>0</td>
</tr>
<tr>
<td>Public Relations</td>
<td>0</td>
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<tr>
<td>Equipment Expendable</td>
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<tr>
<td>TOTAL NON-PAYROLL EXPENSE</td>
<td>3,550</td>
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<tr>
<td>TOTAL EXPENSE</td>
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<td>OTHER INCOME</td>
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<tr>
<td>OTHER OPERATING INCOME</td>
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</tr>
<tr>
<td>TOTAL OTHER INCOME</td>
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