Minutes

Titan Student Centers Board of Trustees

Call to Order
Douglas Kurtz, Chair, called the meeting to order at 1:42 p.m.

Roll Call
Members Present: Aguilar, Aguilar, Brem, Budisantoso, Carlsen, Evans, Greco, Kurtz, Nikopour, Reveles, Rix, Shabak, Sharma
Members Absent: Flowers (E), Sadat
Liaisons Present: Collins, Masoud, Scialdone, Wiley
Liaisons Absent:
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 end of the meeting.
**Indicates that the member was in attendance for a portion of the meeting, but not in attendance before the announcement of Unfinished Business.
EXCUSALS: (Zirzow-m/Aguilar-s) Kurtz informed the Board of Trustees that Flowers would be absent due to university business. Absences were excused by unanimous consent.

Approval of Agenda
(Aguilar-m/Zirzow-s) The agenda was approved by unanimous consent.

Approval of Minutes
a. 02/12/2020 TSCBOT Meeting Minutes
(Aguilar-m/Shabak-s) The TSC Board of Trustees minutes from the February 12th meeting 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.

NONE

VI. **Time Certain**

a. **1:45 p.m. La Sierra High School, Charlotte Dobyns**

*The Board will receive a presentation on the La Sierra High School program in the TSU.*

Kurtz invited Charlotte Dobyns to provide a presentation to the Board of Trustees on the La Sierra High School program for students with special needs administered on the CSUF campus and in the TSU. Ms. Dobyns introduced two students who spoke to the Board about their participation in the program and work opportunities in the TSU. A copy of the presentation is an attachment to the minutes.

Dobyns shared that the program is looking to expand opportunities for students to work on campus and connect with other students.

VII. **Reports**

a. **Chair**

Kurtz provided an update report to the Board on the schedule, projects, goals and plans for the remainder of the semester. The report is an attachment to the minutes.

Kurtz reviewed the sample survey to be administered to students during Rec Day and Breakfast with the Boards. Survey ideas/considerations:

- Quantify the time/number of questions required to complete.
- Collaborate with Street Team or Programming groups to get the survey out.
- Consider limiting the number of fill-in questions.
- Add demographic information. Demographics can help structure the output. Ask for CWID for follow-up opportunities.
- Add more Pub details and background/context information on key questions.
- If asking staff, faculty, alumni to complete survey, include identifying information to capture which group participated.
- Consider having students complete survey before getting food at programming events.
- Consider mobile marketing/QR code.

b. **Vice Chair for Facilities**

Rix provided an update report from the Facilities Committee. The report is an attachment to the minutes.

c. **Vice Chair for Operations**

Sharma provided an update report from the Operations Committee. The report is an attachment to the minutes.

d. **Associate Executive Director**

Wiley provided an update report on the Corporation. The report is an attachment to the minutes.

e. **ASI Board of Directors Designee**
Reveles provided an update report from the Board of Directors.

f. **ASI President’s Designee**
   Aguilar, ASI President, provided an update report from the Executive Officers.

VIII. **Unfinished Business**

a. **Information: Food Pantry – Food Insecurity**
   The Board will receive an update regarding food insecurity on campus and the need for a food pantry.

   Aaron Aguilar, ASI President, provided an overview of the Food Pantry project and food insecurity CSU systemwide, as well as on the CSUF campus. A copy of the information is an attachment to the minutes.

   - $25,000 grant award received.
   - Working with Pathways of Hope to determine scope of starting up a Pantry on campus. Estimated $60,000 to buildout.
   - Implementation plan details will be determined based on space allocation, funding, and staffing.
   - Facilities Committee will be looking into space allocation.
   - The budget allocation will be addressed as part of the 2020-21 budget.
   - Pantry assessments will be determined as part of the long-term plan.
   - Consideration for the TSCBOT, allocate space, and TSC Board of Trustees provide a financial commitment to support the Pantry.
   - TSC’s space commitment is key to the success of the project and offsets any financial provision.

IX. **New Business**

a. **NONE**

X. **Announcements/Members’ Privilege**

   - Tapper reminded Rec Day 2/27, Tufty Lawn, food, activities, opportunity drawings, survey. Ice Cream on pool deck. Greek food truck and dessert truck will be available.
   - Budisantoso reminded the Alumni Scholarship Awards are coming. The scholarships are $1,000 each, applications are still open for students returning for 2020-21. Thanks to all who signed up for Dinner with 12 Titans. For Graduates, survey was sent to all. Titan Tap Takeover event coming.
   - Aguilar distributed a flyer for upcoming elections events, Titans Turn Out. Urged all to vote.
   - Kurtz requested Trustees consider volunteering to help grade ASI Scholarships, please reach out.

XI. **Adjournment**

Kurtz adjourned the meeting at 3:05 p.m.

Douglas Kurtz, TSC Board of Trustees Chair

Susan Collins, Recording Secretary

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## Roll Call 2019-2020

### 02/26/2020 TSCBOT MEETING

#### Attendance

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<th>TSCBOT Trustees (Voting Members)</th>
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#### TSCBOT Liaisons

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<td>ASI Assoc Exec Dir Wiley</td>
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CSUF La Sierra Adult Transition Program

Charlotte Dobyns, Ernesto Garcia and Nico Park
We have an ATP Class here at CSUF since 1998—students are 18 to 22 years old with special needs!
Job skills prepare us for paid work!
We love to work and make friends at CSUF—Especially at Carl’s Jr!
Carls Jr - 20 years and counting!
Juice it UP-paid work experience!
Pieology and Togos!
Making Money!
Best Buddies and Tuffies Friends...Fridays from 2 to 4pm!
We love the Arboretum!
Making life-long friends!
Successful Graduates!
Thank you...we would love to help our more in the TSU...please keep us in mind! We are looking for more opportunities to interact with University students!
Pub Concept Meeting

What we would like to see:

- Time of alcohol: 12-9:30pm (last call).
- Days of the week: Mon-Fri. Weekends as a special event.
- Weekend taco man or food truck.
- Food warmers and refrigerators. Food runners.
- Have the space open the entire time.
  - This might mean we have to buy furniture and TV’s ect.
- Taps (Tap requires drains)
- Incentives and promotions. Does ABC allow it?
- Have organization be able to rent part of the space.
- Have new TV’s, furniture, and aesthetic.
- We need to hear about the ABC and EHS.
- Have a stage for musicians.
- BOT decides on a name (Nima: Titan Taps)
REPORT:

• A look ahead. March will be a very busy month and will fly by.

• ACUI March 13th to 18th
  o Committee meetings will be canceled on the 18th

• Bylaws, Policies, and procedures
  o ASI Bylaws
  o ASI Policy Concerning Student Leader Financial Awards
  o ASI Policy Concerning TSCBOT Operations
  o ASI Policy Concerning Facility Operations
  o TSU Operating Procedure

• TSU Pub Concept
  o I gathered a team to discuss what we would like to see in a Pub Concept. We created a list of things outlining what we feel is most important.
    o We are looking at visiting a local school’s pub so that we can gather an idea for how it operates and what it offers.

• Facilities committee is handling Club Office space

• Facilities committee is handling the Theater renovation

• Food Pantry
o Aaron will be presenting about it today
  o Facilities committee will handle the space allocation

- Operations committee is handling the budget
- Operations committee is handling SRC Operating hours, and SRC room rates

- Quarterly report
  o There were substantial errors on the quarter 2 report. Lionel is working on fixing these so that quarter 1, quarter 2 and the budget are all consistent.

- TSC Survey

- Breakfast with the boards
  o March 5th from 9-11am. You all received a meeting notification.
Vice Chair Facilities:

• Reminder that Breakfast with the Board on March 5th from 9-11am
• Doug already mentioned this, but My committee meeting will be cancelled on the 18th.
• Charging station for the TSU should be delivered here soon, and we will test it for 30 days and assess how successful it is.

Food Pantry
• March 4th we will tour the possible location, and then have discussion right after.
• April 8th possibly be our allocation proposal through the facilities committee.
• If we follow this timeline, and the proposal is passed, then you all will see it the following week on April 15th (tentative).
TO: Titan Student Centers Board of Trustees
FROM: Drew Wiley, Associate Executive Director
SUBJECT: Regular Meeting Update Report
DATE: 26 February 2020

Pub Concept Work Group
- Doug organized the first meeting of this work group and did an excellent job running the meeting
- The group will continue to explore the options and help to guide our input into the project

ASI Elections
- It is officially elections season, an exciting time as students campaign to be next year’s ASI Student Leadership
- As current ASI Student Leaders, please remember to be thoughtful about the items covered in the email sent by LPD

Strategic Plan
- With the launch of the 2020-2025 ASI Strategic Plan, we are looking to organize working groups around each area

ASI Scholarships Program
- If you have not already, please consider reaching out to Doug and/or Kristyne to help with the ASI Scholarship Program
A Resolution to Establish ASI Food Pantry

Sponsors: Lorren Baker

Co-Sponsors: Mansi Kalra, Aaron Aguilar, Skylar Soria, Marcus Reveles, Brittany Cook, Maria Linares, Wendy Barillas, Josh Mitchell, Trevor Neal

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI’s mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, in March 2016, Vice President for Student Affairs Dr. Berenecea Johnson Eanes charged the CSUF Food and Housing Security Task Force with researching and developing innovative resources and services to combat food insecurity and housing displacement on the California State University, Fullerton (CSUF) campus;¹ and

WHEREAS, this task force established that their highest priority was the creation of an on-campus food pantry to serve students who face food insecurity and recommended that the proposed location be in a high traffic and easily accessible area to students;² and

WHEREAS, this task force recommended the food pantry be sufficiently staffed with properly trained employees and funded to ensure long-term sustainability;³ and

WHEREAS, it is pertinent to create an intake system where a student’s need takes precedence over eligibility to normalize the use of services to aid in destigmatizing food insecurity;⁴ and

WHEREAS, the Chancellor’s Office Study of Student Service Access and Basic Needs, April 2019, found that it is essential for higher education institutions to address food insecurity because insufficient or inadequate nutrition can greatly influence student wellness and academic achievement;⁵ and

¹ https://drive.google.com/file/d/1crmp_QdoT4C9ZaqiSV738panamZEcc6X/view?usp=sharing
² https://drive.google.com/file/d/1Qc1gZ39y9bf9BahiBcKNgg88QlADJHh/view?usp=sharing
³ https://drive.google.com/file/d/1VVFcw00nFJ_GXqDlVHqHtaE9DD6WU/view?usp=sharing
WHEREAS, the service area of CSUF is Orange County\(^6\) where 12.1\% of residents (approximately 382,316\(^7\)) in Orange County live in poverty and the cost of living is 91\% higher than the national average\(^8\); and

WHEREAS, the level of food security of a student impacts grade point average (GPA) and students with high levels of food insecurity were found to have lower GPAs and were at a higher risk of diminished academic outcomes;\(^9\) and

WHEREAS, students who received Pell Grants reported higher rates of food insecurity than the CSU average and students that are Pell eligible accessed food pantries more often than those who were not;\(^10\) and

WHEREAS, 48\% of the CSUF undergraduate population is Pell Grant eligible (approximately 16,750 students);\(^11\) and

WHEREAS, CSUF Strategic Plan 2018-2023 goal *Commitment to a Transformational Titan Experience* has a strategy that states the university strives to "create, enhance, and communicate programs and policies to narrow gaps in basic student health and well-being";\(^12\) and

WHEREAS, Tuffy’s Basic Needs Services was opened in Spring 2018 to identify and serve students who are experiencing an unforeseen hardship, emergency, crisis, or catastrophic life event; and

WHEREAS, from August 2019-September 2019 the Tuffy’s Basic Needs Services provided 72 referrals where 60 were food related;\(^13\) and

WHEREAS, ASI passed: Resolution In Support of the Food Insecurities and Homelessness Task Force at California State University, Fullerton (2016)\(^14\), Resolution in Support of Food and Housing Security Emergency Fund (2017)\(^15\), and Resolution In Support of Tuffy’s Basic Needs Center (2018)\(^16\) demonstrating ASI’s long standing commitment advocating for supporting resources to aid students who face food insecurity and housing displacement; and

WHEREAS, the Chancellor’s Office Study of Student Service Access and Basic Needs found that food pantries on campus are often a first response to address basic needs security, and

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\(^6\) [https://www2.calstate.edu/apply/freshman/Documents/CSULocalAdmission-ServiceAreas.pdf](https://www2.calstate.edu/apply/freshman/Documents/CSULocalAdmission-ServiceAreas.pdf)

\(^7\) [https://www.census.gov/quickfacts/orangecountycalifornia](https://www.census.gov/quickfacts/orangecountycalifornia) (most recent numbers were from July 2018)


\(^10\) [https://www2.calstate.edu/impact-of-the-csu/student-success/basic-needs-initiative/Documents/BasicNeedsStudy_phaseII_withAccessibilityComments.pdf](https://www2.calstate.edu/impact-of-the-csu/student-success/basic-needs-initiative/Documents/BasicNeedsStudy_phaseII_withAccessibilityComments.pdf)

\(^11\) Dr. Tonantzín Oseguera, Associate Vice President for Student Affairs (2019)

\(^12\) [http://planning.fullerton.edu/_resources/pdfs/SP-Revised-Draft-5-23.pdf](http://planning.fullerton.edu/_resources/pdfs/SP-Revised-Draft-5-23.pdf)

\(^13\) Carmen Curiel, Associate Dean of Students/ Case Services (2019)

\(^14\) [https://asi.fullerton.edu/wp-content/uploads/foodInsecuritiesAndHousingTaskForce.pdf](https://asi.fullerton.edu/wp-content/uploads/foodInsecuritiesAndHousingTaskForce.pdf)


assist in providing adequate nutrition to students;¹⁷ and

WHEREAS, ASI partnered with Fullerton Grocery Outlet and launched a Mobile Food Pantry November of 2018, in Spring 2019 the pantry expanded frequency to twice a semester, and Fall 2019 the pantry expanded frequency to once a month; and

WHEREAS, ASI’s Mobile Food Pantry for September 2019 received a total of 253 check-ins, with usage data reflecting utilization by all classes with graduate students and undergraduate juniors and seniors showing the most use;¹⁸ therefore let it be

RESOLVED, ASI shall continue its ongoing commitment to support students who face food insecurity by establishing a permanent food pantry; and let it be

RESOLVED, the implementation plan of ASI Pantry will be presented to the Board of Directors by the end of Spring 2020; and let it be

RESOLVED, ASI Food Pantry exists solely to serve matriculated students at CSUF; and let it be

RESOLVED, ASI commits space in the Titan Student Centers and ASI staff resources to manage ASI Food Pantry daily operations; and let it be

RESOLVED, that ASI Pantry location will be allocated through the Titan Student Centers (TSC) Board of Trustees, and its permanent placing should be located in a high traffic, visible, easily accessible, and ADA compliant area to follow the CSUF Food and Housing Security Task Force recommendations; and let it be

RESOLVED, ASI Pantry shall be open at varies times with a goal to reach the maximum number of students; and let it be

RESOLVED, ASI recommends CSUF Division of Student Affairs to collaborate with ASI to create comprehensive training for ASI Food Pantry employees; and let it be

RESOLVED, ASI urges the CSUF Division of Student Affairs and the Division of University Advancement to assist in maintaining a sufficiently stocked pantry; and let it be

RESOLVED, ASI President or designee shall collaborate with ongoing efforts of the Tuffy’s Basic Needs Services to enhance the reach of their educational marketing campaigns that destigmatize food insecurity and other basic needs resources on campus, and together create a marketing campaign to increase the visibility of the food pantry; and let it be

RESOLVED, ASI President or designee shall collaborate with ongoing efforts of the CSUF Student Wellness Department to enhance the scope of their educational marketing campaigns on personal nutrition and nutritional programming on campus; and let it be

¹⁸ Student Life and Leadership Event Pass Data
RESOLVED, ASI will perform annual assessments of the pantry to assess fiscal stability, usage, and student satisfaction; and let it be

RESOLVED, that the results of these assessments and additional relevant updates will be presented to the Board of Directors annually by ASI President and ASI staff; therefore let it be finally

RESOLVED, that this Resolution be distributed to the CSU Chancellor’s Office, California State Student Association, Second Harvest Food Bank of Orange County, and the following CSU Fullerton departments, divisions, and entities for their support and consideration: Office of the President, the President’s Advisory Board, Office of the Vice President of University Advancement, Office of the Vice President for Student Affairs, the Office of the Dean of Students, Tuffy’s Basic Needs Center, the Office of Student Wellness, the Academic Senate, the CSUF Alumni Association, respective ASI departments and programs, and the Daily Titan.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the twelfth day of November, two thousand and nineteen.

______________________________  ______________________________
Lorren Baker                  Brittany Cook
Chair, Board of Directors    Treasurer/Secretary, Board of Directors
A RESOLUTION TO ESTABLISH ASI FOOD PANTRY
Why is this important?

• basic needs supports all areas of student success
• food insecurity can affect any student at any time
• part of creating long term student success
• overlooked/ invisible problem
• food insecurity is normalized for college students
Mansi, Aaron, and Lorren were able to compile research and draft the initial resolution. Each board member was able to review the resolution and provide feedback. Each board member provided feedback in the form of grammatical corrections, requesting additional information, combining certain areas. Worked with Dr. O and Carmen Curiel to get data. Asha and Keya provided feedback. Kayleigh provided organizational structure. Resolution was presented at Governance as a discussion item and action item.
Additional Data

OC SPECIFIC DATA
- the service area of California State University, Fullerton is Orange County; 12.1% of residents in Orange County live in poverty and the cost of living is 91% higher than the national average
- food insecurity impacts 13% of adults and 24% of children in Orange County

LOCAL CC DATA
- several local community colleges including Fullerton College, Orange Coast College, Santiago Canyon College, and Glendale Community College have established food pantries to assist food insecure students
- at Santiago Canyon College, of which California State University, Fullerton is one of the most “popular transfer destinations”, the 2018-2019 study of their Hawk’s Nest Food Pantry incorporated involvement of their academic departments through a donation drive, received over 1,200 visits with over 530 unique participants, over 20,000 pounds of food distributed
History

CAMPUS WIDE

• Dr. Eanes created the Food and Housing Insecurity Task Force in 2016
• Tuffy’s Basic Needs Services opened in February of 2018

ASI HISTORY

• A Resolution in Support of the Food Insecurities and Homelessness Task Force at California State University, Fullerton (2016)
• A Resolution in Support of the Food and Housing Security Emergency Fund (2017)
• A Resolution in Support of Tuffy’s Basic Needs Center (2019)
• Launched ASI Mobile Food Pantry (Fall 2018)
History of ASI's Involvement in Food and Housing Security

Kayleigh Bates
INITIAL IDEA

FOOD AND HOUSING SECURITY TASK FORCE

RESOLUTIONS

TUFFY’S BASIC NEEDS CENTER

MOBILE FOOD PANTRY

FUTURE
Tom Garland, a spokesperson for Human Services Student Association (HSSA), spoke on the food pantry concept to HHD-ICC.

Taylor Feher (Director, HSS) and I (Director, HHD) researched then scheduled meetings with University Administration.
May 10, 2016

A Resolution in Support of the Food Insecurities and Homelessness Task Force at California State University, Fullerton

Sponsors: Taylor Feher and Kayleigh Bates
RESOLVED
That ASI will continue to prioritize food insecurity and homelessness by ensuring ASI's involvement on the task force is active and engaged.

RESOLVED
That the 2015-2016 ASI Board of Directors encourages the ASI Boards in the future to continue to look into what support is needed for food insecure and homeless students.
FOOD AND HOUSING SECURITY TASK FORCE

Established Spring 2016

27 campus members: 6 students and 21 faculty and staff

Attended the CSU Food and Housing Security Conference June 2016

Created 10 Working Groups
FOOD AND HOUSING SECURITY TASK FORCE

Fall 2016

Pilot Programs:
- Emergency Housing
- Donated Meals
  - ASC
  - Aramark
- Hygiene Drive

On-going discussion and research:
- Emergency Grants
- Food Pantry
- Titan Bites
- Tuffy's Closet
- Case management
February 7, 2017

A Resolution in Support of the Food and Housing Security Emergency Fund

Sponsor: Kayleigh Bates
Recognized Contributions (Whereas):

- Fall of 2016 Housing and Residence Life opened four beds for students who experience housing displacement, a value equivalent to $50,000
- Fall of 2016 Aramark in partnership with Housing and Residence Life allowed student residents to donate one of their guest meals to students who are food insecure, and at the end of the campaign Aramark matched the 412 student-donated meals for 824 meals in total, a value equivalent to $5,000.
- Fall of 2016 Auxiliary Services Corporation (ASC) donated $5,000 in meal cards for students to be able to redeem a $10 meal in the Titan Student Union or at on-campus restaurants.
- Fall of 2016, in an effort to match the total value of the meals donated by residential students, the Athletic department and ASC both donated $5,000 to start building an emergency fund that is managed by the Dean of Students office and used to assist students who have other emergency financial needs.

Resolved:

- ASI Board of Directors shall contribute $8,000 from contingency funds to the emergency fund for housing security and food stability managed by the Dean of Students.
- ASI President, ASI Board Chair, and ASI Executive Director will reach out to all on campus departments, specifically the Vice Presidents and Deans, to urge them to contribute to this emergency fund in order to support the students.
May 8, 2018

A Resolution in Support of Tuffy's Basic Needs Center

Sponsors: Elizabeth Jimenez Perez, Brittnay Nguyen, Hazel Chicas
WHEREAS

California State University, Fullerton established Tuffy’s Basic Needs Center on February 14, 2018 to address the CSU Basic Needs Initiative

RESOLVED

ASI Board of Directors shall contribute $12,000 from contingency funds to the Tuffy’s Basic Needs Center
Partnered with Fullerton Grocery Outlet

November 2018 - launched

Spring 2019 - increased frequency to twice a semester

Fall 2019 (Present) -
- Increased frequency to once a month
- Expanding partnerships and development
QUESTIONS?