Minutes

Titan Student Centers Board of Trustees

📅 Wed September 2nd, 2020
⏰ 1:30pm - 3:30pm   PDT
📍 Zoom Meeting https://fullerton.zoom.us/j/92310644491
👥 In Attendance

Call to Order
Christopher Carlsen, Chair, called the meeting to order at 1:32 p.m.

Roll Call
Members Present: Brem, Budisantoso, Carlsen, Estephanian, Flowers, Garcia, Herrera, Lee, Linares, Luo, Martin, Nikopour, Reveles, Sanchez, Sadat, Shabak, Wong

Members Absent: None

Liaisons Present: Allen, Masoud, Scialdone

Liaisons Absent: None

According to the 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.

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

Approval of Agenda

Decision: (Sanchez-m/Linares-s) The agenda was approved by unanimous consent.

Approval of Minutes

a. 06/02/2020 TSCBOT Special Meeting Minutes

Decision: (Garcia-m/Wong-s) The TSC Board of Trustees special meeting minutes for June 2, 2020 were approved by unanimous consent.
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

Time Certain
None

Reports

a. Chair
Christopher Carlsen, TSC Board of Trustees Chair provided highlights from his written report. The report is an attachment to the minutes.

b. Vice Chair for Facilities
Shayan Shabak, Vice Chair for the Facilities Committee provided highlights from his written report, which is an attachment to the minutes.

c. Vice Chair for Operations
Nima Nikopour, Vice Chair for the Operations Committee provided highlights from his written report, which is an attachment to the minutes.

d. ASI Associate Executive Director
Keya Allen, Associate Executive Director, provided highlights from her written report which is an attachment to the minutes.

e. ASI Board of Directors Chair
Maria Linares, ASI Board Chair, provided highlights from the Board Leadership report, which is an attachment to the minutes.

f. ASI President's Designee
Marcus Reveles, ASI President, provided highlights from the Executive Officer's report, which is an attachment to the minutes.

Unfinished Business

a. NONE

New Business

a. Discussion: Welcome to the Board
   The Board of Trustees Chair, Christopher Carlsen, will introduce members to the Board and provide goals and expectations for the 2020-21 academic year.

   Carlsen welcomed the student leaders and members for the new year. He provided a presentation overview highlighting the goals and expectations for the Board of Trustees for 2020-21. The presentation is an attachment to the minutes.

b. Information: TSC Board of Trustees Fall Meeting Schedule
   The TSC Board of Trustees will receive the Fall 2020 board and committee schedule of meetings.

   Carlsen reviewed ASI Resolution approving a modified meeting schedule for fall 2020 and the Board of Trustees and sub-committee meeting dates, which was approved by the ASI Board of Directors.
c. **Information: Facility Projects Update**
   *The TSC Board of Trustees will receive update information regarding facility projects.*

   Carlsen yielded to Allen to provide an update on the facility projects for the TSU and the SRC. Allen shared an update regarding maintenance projects and COVID-19 safety and security preparation efforts in the TSU and SRC facilities. The presentation is an attachment to the minutes.

**Announcements/Member's Privilege**

None

**Adjournment**

Carlsen adjourned the meeting at 2:12 pm

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Christopher Carlsen, TSC Board of Trustees Chair

Susan Collins, Recording Secretary
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Rec. Secretary: Collins

Roll Call 2020-2021

09/02/2020 TSCBOT MEETING
Shayan Shabak, Vice Chair Facilities

REPORT:

- Food Pantry
  - Assist in getting the pantry on its feet and available to our students
- Theater Remodel
  - Continue from where we left off this past school year.
- SRC Expansion
  - Start an assessment and collect data on what students want to see in their gym.
- Food Court Evaluation
  - Collect data through social media platforms and surveys to see if students support the options we have in the food court.
- Revamp the Alumni Lounge
  - Add some excitement to the lounge with more memorabilia to help make the location more attractive for students and alumni.
- TSU Student Painting Competition
  - Winner will have their painting hung within the TSU.
- Pub Concept
  - Continue brainstorming off the ideas and progress from the previous board in attempt to create another locations students can socialize.
Nima Nikopour, Vice Chair Operations

REPORT:

- Programming for new students
  - Determine methods of advertising the amenities of the Student Centers to new students
  - Detail what the Student Centers have to offer currently and what will be offered once open to the public again
- SRC Promotion
  - Advertise the virtual drop in fitness classes
- Programming assessment
  - Brainstorm ideas for virtual programming and for socially distant/safe programming upon reopening
  - Utilize attendance data and surveys to see if virtual programs are easier for more students to attend
- Social media
  - Explore ideas for digital student outreach to advertise our roles and connect students to the Board
Selene Hanna, Treasurer/Secretary:

Hello team, happy first week of school! The Finance Committee's first meeting is scheduled for this Thursday, August 27, 2020, at 1:15pm via Zoom. Agenda items include:

- Committee Charge, Goals, and Expectations
- Basics of the ASI budget
- Additional Guidelines for Funding Provided to Students and Student Organizations

Additionally, Executive Senate meetings are scheduled to occur monthly on Wednesday afternoons. If you have questions or feedback for either the Finance Committee or Executive Senate, feel free to email me.

Here's some inspiration to lift us with this virtual semester -- "Life isn't about waiting for the storm to pass, it's about learning how to dance in the rain." - Vivian Greene

Please let me know if you prefer the reports in any other format and I will be happy to oblige.

Best,
Selene

Seleena Mukbel, Vice Chair:

Hello everyone! I am looking forward to our conversations and teamwork that we will accomplish throughout the year! Our first governance committee meeting will be this Thursday at 2:30.

- We will directly appoint vacant Board of Directors positions including the
  - College of Engineering and Computer Science
  - College of Education

- We will then move on to discussing the board’s goals for the semester.
- I informed the governance board through GroupMe to have their goals prepared to discuss at the meeting.
- In the meantime, I will begin reviewing recently passed resolutions to make sure action items are being followed through by ASI.

Best,
Seleena Mukbel
Maria Linares, Board Chair:

Greetings ASI,

I hope you all had a restful and fun Summer break. Welcome to your first official meeting of the semester!

I am extremely excited to serve as your Chair. Please know that you can always come to me with any questions, concerns, feedback, or suggestions. I am here to help ALL OF YOU be successful in your new roles. If you want to meet for virtual coffee or lunch and have non ASI-related conversations, I am here for that too. I know this is a unique time as we are virtual, but I am very proud of the work and commitment you have shown over Summer. It’s going to be a productive semester; I can already feel it! Let’s get to work 😊

♦ Please update your Outlook calendars. Sometimes, ASI clerical will schedule meetings for us based on all our availabilities. Please add your work, class schedules, and office hours to your Outlook and any days/times you are unavailable.

♦ Your office hours are all set, thank you everyone for being on top of this and for setting up your recurring Zoom hours. I will be dropping by to check in with all of you and provide my assistance if needed.

♦ Over the Summer I attended trainings, webinars, and workshops to help improve my leadership skills. I was lucky to find some that were free. I attended CSSA meetings and had the opportunity to connect with student leaders from other campuses. I attended the CSU Board of Trustees meeting, CSUnity, and the National Association for Campus Activities. I had one on one meetings with directors, our executive team, and the Board of Trustees Chair. I also met with campus administrators and updated you through Group Me. My Summer was very productive.

♦ As of now, I have placed some directors on committees, commissions, and/or councils. Please don’t forget to submit your report by 5:00 pm each Friday through our Group Me. If you did not meet that week, share that on Group Me so we all know. I understand that not all councils meet weekly.

Here are the committees:

**Finance:** Thursdays, 1:15 pm to 2:30 pm  
- Selene Hanna (Chair)  
- Tina Thomas  
- Monique Lynch  
- Erick Murillo  
- Andrea Cortes  
- Maria Linares (non-voting)

**Governance:** Thursdays 2:30 pm - 3:45 pm  
- Seleena Mukbel (Chair)
♦ Adriana Fernandez
♦ Carl Zarate
♦ Radhika Sharma
♦ George Hannawi
♦ Maria Linares (non-voting)

**Children's Center**: (2-3 times per academic year. Dates and times TBD)
- Seleena Mukbel (Chair)
- Erick Murillo
- Ramon Aquino
- Monique Lynch
- Maria Linares (non-voting)

**Audit**: (2-3 times per academic year)
- Jakob Wright (Chair)
- Adriana Fernandez
- Tina Thomas
- Ramon Aquino
- Selene Hanna (Finance rep)
- Maria Linares (non-voting)

**Academic Senate**
Meeting 8/27/20 11:30am - 12:50pm
https://www.fullerton.edu/senate/meetings/

Please take care of yourselves. Take care of your mental and emotional well-being. If you need my assistance in connecting with resources, I am more than happy to facilitate that.

Have a wonderful rest of your week team. See you all tomorrow (virtually) at our Board of Directors meeting.

Kindly,

Maria Linares
August 25, 2020  
Board of Directors  
Executive Officers Report

PRESIDENT  
Marcus Reveles

Events/Meetings Attended:
- Bobbie Porter: ASI collaboration with the University to plan Social Justice Week and assisting the programing of Titans Together.
- CSSA: Heavy CSUF involvement in committees. Philippines Human Rights Act, updates across the state.
- CAPS: Marketing assistance and education/transparency efforts and meetings.

GOALS FOR NEXT WEEK:
- Fill the Student Fee advisory committee
- Present to Academic Senate

VICE PRESIDENT  
Skylar Soria

Welcome back to what is going to be an amazing year and I am excited to work with all of you. While this year is definitely not what any of us expected I am looking forward to assisting in bringing all of your goals into fruition. This summer has been a very busy one.

- Marcus and I have had a lot of meetings with Dr. Virgil to discuss the increase in visibility of the resources found in CAPS, and what exactly that will look like for the fall. In addition to that we have been thinking of ways to create preventative measures for CAPS.
- We are also looking into doing training on you@fullerton to better understand the site and pass this information down the funding councils.
- Marcus, Nicole, Maria and I have been meeting for the recruitment of the SFAC, SSIFAC, and IRA committees
- Marcus and I also met with President Verjee, Amir Dabrian, and Dr. O to introduce ourselves and discuss students needs in a virtual setting.
**Programming** has been working extremely hard to create virtual events for the semester.

- All day ASI is currently set to be on September 17 so please save the date!
- The team is working on a virtual concert series, speak yo truth, and a new cooking series called, cooking with titans. So look out for those dates soon on the ASI website.

I also sat on the student affairs COVID committee where we discussed protocol for the re-entry of various student affairs departments on campus. So if you or any of your constituents have any questions regarding the accessibility to any of the departments under student affairs during this time please let me know.

**CHIEF CAMPUS RELATIONS OFFICER**
Nicole D. Gillespie

**Summary:**
The last couple of weeks I have spent in various meetings to prepare for the beginning of school, including workgroups discussing the logistics of returning to campus throughout the summer. I have been asked to fill various student fee committees and continue to organize those students. I also spent the last couple weeks filling some of the leadership positions on the commissions I oversee, hopefully establishing a schedule with my commissions in the next week. Next week I also hope to have a meeting with Executive Officers, Lauren and Janica, to find similar areas of interest and potential collaboration.

**Events/Meetings Attended:**

- **Student Government Training**
  - Training led by Drew Wiley where Executive Officers, Board of Directors, Board of Trustees, and Programming could discuss goals and learn about resources on campus.

- **Covid-19 Workgroup**
  - Led by Dr. Vigil, this workgroup discussed the return to campus and what it will look like. We talked about safety measures being taken on campus that are required to follow, Covid-19 contact tracing done by the Health Center, the capacity of Counseling and Psychological Services (CAPS) and got an update about our Athletics Department.

- **Student Governance Workgroup**
  - This workgroup was created to discuss the efficiency and progress of ASI resolutions and committees. We will be meeting every other week until the end of the semester.
Projects:
- I have been tasked with finding students to sit on various student fee committees including Student Fee Advisory Committee (SFAC), Student Success Initiative Fee Advisory Committee (SSIFAC), and Instructionally Related Activity (IRA) Committee. By August 25th, we hope to have filled SFAC and SSIFAC, while IRA has a deadline of September 1st to be filled by.

GOALS FOR NEXT WEEK:
- Meet with Janica Torres (CIDO) and Lauren Loeb (CGO) to find our overlapping goals and potential collaborations in the future.
- Develop schedule for commissions I oversee including Environmental Sustainability Commission, Presidential Appointee Commission and University Affairs Commission.

ON-GOING:
- Weekly check-ins with my advisor.

CHIEF COMMUNICATIONS OFFICER
Khai Hoang

Summary:
Last week, I was able to select two strong candidates for the Community Engagement Commission Director and Communications Commission positions which means that CEC and Comm. Team (pending the BOD’s approval) are at working capacity and ready for the academic year. With the current Comm. Team, we worked on organizing a steady flow of information for ASI’s social media channels, to best ensure that our students continue to have access to resources and are informed during a majorly online semester. This week, my goals are to work with the completed CEC team to start setting their goals and to have a clear and detailed outlined set of plans created for our outreach initiatives via social media and the ASI website.

Events/Meetings Attended:
- CSUnity Online
  - I attended CSSA CSUnity with the other Executive Officers and ASI Student Leaders. I took extensive notes regarding other campuses plans for their social media initiatives.
- Programming Director Meeting
  - I met with Jacob from Programming to discuss concerns and ideas that the programmers have to best communicate their needs/projects/etc.
- Comm. Team Weekly Meeting
  - The now full Comm. Team and I worked on establishing a regular routine for the social media, as well as making marketing requests for social media posts on our Instagram.
Projects:
- Revising and revamping the “Direct from the Board” series to be most accessible to students during a mostly online semester, as well as incorporate information from other parts of ASI as well.
- Revise and update “Fully Informed” as well to be more informative and briefer for students, and hopefully increase their reach.

GOALS FOR NEXT WEEK:
Here you will outline the goals and priorities that you will work on for the following week.
- Meet with Scott Martin and Board Chair Maria Linares to discuss changes to Direct from the Board.

ON-GOING:
- Attending the Comm. Team, CEC, Programming, Governance Workgroup, University Events Committee meetings regularly

Weekly check-ins with my advisor

CHIEF GOVERNMENTAL OFFICER
Lauren Nicole Loeb

Summary:
Last week I was able to work with my lobby corps team to brainstorm ideas for events and ways to increase registration and voter turnout for the upcoming election. We also discussed policy agenda priorities and forwarded those priorities on to the Chancellor’s Office. This week my goals are to complete and practice PowerPoint presentations lobby corps has prepared for our first official meeting and ICC presentations.

Events/Meetings Attended:
- CSUnity Event- Virtual
  - I attended the CSSA CSUnity event alongside the Executive Officer team and other ASI student leaders. We were able to connect with student leaders from other CSU campuses and exchange ideas on how to advocate for students in a virtual setting as well as virtual outreach ideas.
- Civic Engagement Work Group
  - I attended the newly developed Civic Engagement work group with CSUF faculty members to discuss ways to get students at large more civically engaged.

Projects:
- My Lobby Corps team and I are preparing to give a PowerPoint presentation for our first meeting covering introductions to Lobby Corps and how student can get involved.
• My Lobby Corps team and I are preparing to give a PowerPoint presentation to ICC’s at their first meetings where we will be talk about the upcoming election, and our policy agenda for the academic year.
• I am working with the Office of Government Relations and other faculty members to host a Q&A event with elected officials to talk about what their roles are in politics currently.

GOALS FOR NEXT WEEK:
• Meet with CCRO and ASI President to discuss a resolution for Academic Senate surrounding civic engagement.

ON-GOING:
• Weekly check-ins with my advisor.
• 1-on-1 with the ASI President to discuss progress and goals.

CHIEF INCLUSION & DIVERSITY OFFICER
Janica Michelle Martinez Torres

Summary:
Started meeting with the SWANA community, Black Student Union, and Inter-Tribal Student Council. Met with disability activist Deanna Yadollahi, AVP Bobbie Porter, DIRC director Sofie Leon, DIRC coordinator Nate Nguyen, APARC coordinator Tia Chea, TDRC coordinator Martha Zavala Perez. Arranged mental health resources meeting with AVP Vincent Vigil, BSU, CAPS, reached out to support Pilipinx community, appointed SJEC commissioner, attended Campus Equity Re-Entry Committee meetings, CSSA zooms regarding international students and Title IX, Titans Together Liaison meeting, and NACA and NCORE conferences. Co-sponsored resolution in support of international students.

Events/Meetings Attended:
• Met with SWANA community, president of BSU, disability activist Deana Yadollahi to discuss resolutions, build bridges, and offer support.
• Attended BSU meeting on Mental Health, and Inter-Tribal Student Council club meeting in support and to check in.
• Attended NCORE, NACA, and CSUnity conferences.
• Met with DIRC staff Sofie Leon, Nate Nguyen, Martha Zavala Perez, and Tia Chea for introduction and collaboration discussions, and to reach out about DACA and international students.
• Arranged a meeting about mental health resources with AVP Vigil, BSU, CAPS to talk about waiving health fee for Black student community.
• Met with CSSA about resolution for international students and co-sponsored the resolution; Title IX.
Interviewed and appointed SJEC commissioner: Aisha Khawaja.
Met with AVP Bobbie Porter to discuss CiDO, Title IX, disability, social justice, and Titan’s Together.

Projects:
- Working to establish a Coalition Committee made of community leaders from all campus.
- Collaboration in the works with AVP Bobbie Porter and several entities on campus for Social Justice Week and the Titans Together and Once Book, One CSUF campaign.
- Setting up meeting with Dr. Leano, PASA, and Bayanihan Kollective to discuss support for the Philippine Human Rights Act.
- Meeting with Nat Betancourt of the LGBT Queer Resource Center to support QT Talks program and talk future collaborations.
- Working with DIRC/TDRC to program student ally training for campus at large.
- Training for SJEC and organizing the workshops.
- You@fullerton ASI training from CAPS.

GOALS FOR NEXT WEEK:
- Reach out to more communities and campus partners.
- Set up meeting with AVP Vigil and DSS.
- Attend Title IX committee

ON-GOING:
- Continue to build relationships and advocate for communities.
- Develop SJEC and programming.
- Work towards Social Justice week.
- Titans Together/One Book, One CSUF campaign
- TDRC Undocu-Welcome Back Sept. 4 12-2pm
Welcome to the Board

Subhead

September 2nd, 2020
Summer 2020

• Mostly stayed home during the summer, while taking a few online courses
• ASI trainings at the beginning and end of summer
• Meet with most of the trustees individually
Goals for the Year

• Food Pantry – Focus on next steps and beginning construction
• 2\textsuperscript{nd} Floor Remodel
• Theater Renovation
Expectations

• Interesting year ahead of us
• Communication will be crucial
• Remember why you are here
Upcoming Events

• 2020 Digital Discoverfest - September 3rd
• All Day ASI - Currently September 17th
2020 Facilities Update 9.2.2020

- Various TSU & SRC routine maintenance projects around the buildings (including leak repairs, A/C filter cleaning and changing, Food Court back hallway protection upgrade, Pavilion B storage room refresh and reorganize, etc.)
- Purchased hand-sanitizer machines for re-open
- Started crafting desktop sneeze-guards for re-open
- Arranged exterior drop box for non-mailed items (keys, notices, information)
- Conducted inventory of all physical assets
- Preparing Serveries for Food Pantry (construction planning stage)
- Hydration stations underway in SRC and TSU
- Assessing security upgrades at TSU and SRC (exterior doors, re-key, cameras, digital locks, and alarms)