



**CESAR CHAVEZ  
STUDENT CENTER**  
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**STUDENT CENTER GOVERNING BOARD**  
**November 6, 2008**

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, November 6, 2008 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>	
Lily Cortez	Guy Dalpe		
Derek Aitken	Raul Amaya		
Kit Bomar	Sam Brown		
Linda Buckley	Will Flowers		
Jackie Husary	Sokhom Mao		
Darlington Nwaokoro	John Saadeh		
Don Scoble	Rebecca Toporek		
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Neha Shah		Drew Foster	Julissa Darden
		Robert Darden	Reem Mizirawi
		Jack Mizirawi	Carmelina Narciso
		Karim Salgado	Oswaldo Castaneda

Recording Secretary: Lori Hostetter  
Minutes prepared by: Natalie Christou

- i. The meeting was called to order by Cortez at 9:36 a.m.**
- ii. Agenda for the meeting of November 6, 2008. Approved as amended.**
  - Add “UPD Student Organization Charges” as item 1 to the Chair’s Report, and add item I.I “University Committee on Sustainability” to the agenda.
- iii. Minutes from the meeting of October 2, 2008. Approved as amended.**
  - Change “734” to “1034” on page 9.
- iv. Public Comment**

**Drew Foster**, an environmental studies major, expressed his interest in being nominated for the University Sustainability committee. He explained this new committee exists on many other campuses and he would like to represent the student voice on this committee here at SFSU, as sustainability is a value that this institution should provide an example for. He noted that he had experience with what sustainability for this campus means and what the Student Center can do to help.

## **I. Chair's report**

### **1. UPD Student Organization Charges**

**Husary** stated that DPS has been charging certain organizations for holding certain events.

**Brown** noted that ASU and BSU were charged somewhere around \$450 during normal operating hours, and PACE had been charged during normal business hours as well.

*Flowers entered at 9:45 a.m.*

**Amaya** stated that DPS was charging about \$90/hr.

**Cortez** agreed that this is something the Governing Board needs to address, and suggested that the Finance Committee be informed of this. She noted that this has been brought to the Board's attention before and it has been talked over with Dr. Saffold, but no clear answer has been given yet.

### **2. Computer Lab Opening**

**Cortez** emphasized that since this project was four years in the making the Student Center should give the opening more publicity. She reported that students are using the lab, and that the busy hours are noon-3:00 p.m., but that the early morning is not usually busy.

**Husary** emphasized that the lab has been very popular so far.

**Bomar** congratulated **Cortez** for helping see this project through on behalf of himself and the Board.

*Husary exited at 9:50 a.m.*

**Cortez** stated that she was looking forward to grand opening of the lab.

### **3. Governing Board Elections**

**Dalpe** announced that the elections would be held next Wednesday, November 12 and Thursday, November 13. He added that advertisements for the elections were currently up, including a wall with the candidates' pictures on it, and he complimented the efforts of the staff that had produced these results.

**Brown** asked is it possible for the Dean of the University to send out a campus wide email regarding the elections. He suggested that this might help get more people involved.

*Toporek entered at 9:53 a.m.*

**Flowers** agreed that this would be a good idea, and offered to contact the dean's office.

**Dalpe** noted that an e-mail notification to students has already been requested as part of the web-based election process, but a confirmation still needs to arrive from Dr. Saffold to release the e-mail. He stated that this is the first year that electronic voting will be used for an election, and to date everything has gone really well. He mentioned that electronic voting had been used by AS last year and that there was no additional charge to do this through the contract that they currently have with e-ballot. AS has allowed the Student Center to use the service at no charge.

*Saadeh entered at 9:54 a.m.*

#### **4. Committee Meetings**

**Dalpe** reported that in the past couple of months focus on maintaining a regular schedule for committee meetings seems to have dropped. He encouraged all chairs to organize a standard time for committees, which should make it easier for meetings to happen.

**Cortez** noted that it is important that each committee meets once each month, and reminded the members that if a Director is not a committee chair, he or she must sit on two committees.

#### **5. ACUI Regional Conference**

**Cortez** reported that it had been a good conference but due to the budget cuts, it had been scaled back. She noted that they had a great workshop about online elections and had a really great keynote speaker who was very inspirational. She reminded the Board that the conference had been held in Vegas. She stated that it is important for the Board to be active in region 15, as there are a lot of things happening, and she informed the Board that we had received some awards for promotional flyers and advertisements created by our Publicity Department.

### **I.I University Committee on Sustainability**

**Dalpe** reported that the University is putting a committee on sustainability together, and noted that Dr. Morishite had sent letter requesting Board representation on this committee. He informed the Board that this is a non-compensable appointment, and encouraged the Board to look outside of its members for representation. We heard from Drew Foster and Suzanne McNulty and Randall Orr who indicated that they were excited about this committee. He indicated that Board members should nominate candidates for consideration, and then the choices should be put to a vote.

**Brown** reminded the Board that this had been mentioned at the last meeting, and that the eco-students felt that there was not enough outreach being done for this committee. He added that AS would be appointing a representative as well. He stated that he had worked with Foster before and that he had a strong commitment to outreach. **Brown** announced that he would like to support Foster's nomination and that he would like the Board to consider Drew Foster for the position on the Committee of Sustainability.

**Scoble** asked what the expectations of this representative would be, and if the representative would be reporting back to the Governing Board to make recommendations.

**Dalpe** explained that it would be an all campus position similar, to the OSPLD committee and Student Fee Advisory committee. As such, reports would be presented by the appointee to the Board on a regular basis.

**Bomar** expressed his opinion that the Student Center should take advantage of the opportunity, and have the representative reporting back to the Board about specific Student Center issues, as well as the bigger picture to keep us well informed.

**Cortez** stated that Dr. Morishite would need a response by November 7, 2008. She emphasized that she felt that this was an important issue, and expressed her agreement with **Bomar** about the representative reporting back to the Board at their monthly meetings.

**Brown nominated Drew Foster to be the SCGB representative to the University Sustainability committee. Scoble seconded the motion.**

*Hearing no other nominations, the Chair closed the floor.*

**Move to approve Drew Foster as the SCGB representative to the University Sustainability committee. Moved by Nwaokoro. Seconded by Amaya.**

**Bomar** asked Drew to tell the committee a little bit more about his interest in being nominated to this committee.

**Drew Foster** stated that working in facilities has given him a unique perspective on how operations work on campus, and he offered to report to the Student Center Governing Board about the information from this new committee, and to bring any Student Center concerns and ideas to the committee for consideration.

**Dalpe** reminded the Board that this is an appointment of a student position to this committee, and emphasized that it would be nice to have some kind of process to ensure that the student voice is represented, and we could have updates via the Student Center website.

**Toporek** suggested that the Board could have a town hall meeting and then have a follow up discussion concerning the sustainability committee.

**Motion passed.**

## **II. Vendor Requests- menu additions- Jessie's Hot House**

**Shah** explained the breakdown of the materials provided by Jessie's Hot House and staff. She informed the Board that on the committee level each item had been reviewed and recommendations were made on a case-by-case basis, and all had been approved for additions, with the exception of the plain fries.

**Move to approve the Vendor Services committee recommendations. Moved by Brown. Seconded by Amaya.**

**Toporek** observed that the Cajun potatoes addition had not been supported by management, but had been supported by the committee.

**Shah** agreed that **Toporek's** observation was correct.

**Motion passed.**

*Flowers exited at 10:16 a.m.*

### **III. Vendor Requests- prices increases- Jessie's Hot House, Natural Sensations**

**Shah** asked the Board to refer to the Jessie's Hot House menu review, and explained that management felt that their prices would be quite high when compared to other vendors, and that these increases, with some in excess of 80% of the current price, might price them out of the market. She noted that since Jessie's Hot House was a new vendor with a new product ilne the request was being considered as a one time restructuring of their prices. As such, management has recommended approval of these changes with the exceptions of Mac'n'Cheese and 3-piece wing combo, while the committee recommends that all price changes be approved.

*Flowers entered at 10:19 a.m.*

**Move to approve the recommendation by the Vendor Services committee for prices increases as proposed by Jessie's Hot House. Moved by Amaya. Seconded by Mao.**

**Toporek** noted that she had a concern regarding the prices going out of the market range. She expressed her fondness of the restaurant but asked if students would be able to afford these prices. She asked if these items could be put into combinations for more affordable prices.

**Julissa Darden** informed the Board that Jessie's Hot House would be implementing \$5 menu picks to their menu.

**Toporek** added that the large portions were hard to finish, although they were very good.

**Robert Darden** stated that Jessie's Hot House was going to have value menu section portions, which would be smaller sized and more affordable to students. He explained that this was a restructuring for the restaurant, as they had been pricing goods based on last year's prices, and he stated that the restaurant had had a tremendous amount of overhead to rent each month. He expressed an interest in discussing these fees at another time.

**Bomar** expressed his appreciation of all of the vendors, but also expressed his concern about the price increases. He encouraged the vendors to look to one another and compare prices.

**Julissa Darden** noted that the Jessie's Hot House space is not designed for optimal storage, meaning that they cannot store appropriate volumes of supplies and that this increases their cost of goods.

**Mao** stated that there is a lot of preparation for soul food that drives prices up, and the square footage shortage could make the preparation even harder.

**Nwaokoro** asked if there was another location Jessie's Hot House could relocate to.

**Cortez** stated that this discussion was not the issue at hand, and reminded the Board to stay on topic.

**Robert Darden** noted that he has the economic skills in terms of how to purchase materials and that is an advantageous for the restaurant because they can purchase materials in bulk amounts. He stated that Jessie's Hot House was aware of the competition outside and the restaurant wants to be profitable.

**Saadeh** expressed his understanding the vendors need to increase prices. He suggested that the vendors should have made proposals first to the Board, as the Board is currently voting on items that have already been increased by the vendors. He noted that this was in violation of established procedures and that this made it difficult for him to support such requests. He reminded the vendors of their obligations and that he expected them to follow the proper process in the future.

**Robert Darden** agreed, but noted that from a vendor's perspective the Student Center needs a more streamlined and efficient process. He suggested that this problem be dealt with.

*Aitken entered at 10:26 a.m.*

**Shah** informed the Board that Jessie's Hot House had submitted the information to her in a timely manner, immediately upon request.

**Cortez** added that she had just recently taken over the chairship of the Vendor Services committee because the previous chair had left, and she expressed her appreciation of the vendors' patience through the transition.

**Flowers** asked if the committee needs someone to monitor the CPI for food costs, as this impedes on vendors, and if there could be an ad hoc committee to address this issue immediately.

**Cortez** agreed that this was a possibility.

**Toporek** suggested that the Student Center vendors look at impacts of proposition 2 and catalog the products that they offer that would be affected by this.

**Motion passed, with 1 abstention.**

**Shah** reported that for the Natural Sensations menu review the Board would notice a lot of negative percentages, indicating that the vendors is selling items below the amount approved for them, as such students are seeing a savings. She also noted that this vendor also implemented these price changes without approval. She explained that the second column indicates the approved increase according to the CPI.

**Move to approve the Vendor Services committee recommendation to accept the price increases proposed by Natural Sensations. Moved by Amaya. Seconded by Scoble.**

**Saadeh** asked if these changes had been submitted to **Shah** before the prices were increased.

**Shah** replied that they had not, that the prices were raised and then the information was submitted. She added that the first time she had received the information it was incomplete.

**Motion passed, with 2 abstentions.**

#### **IV. PACE waiver request- Fall event charge – tabled.**

*After a brief discussion the Board decided to table this item, as PACE had no representative at the meeting to discuss the matter.*

*Mao exited at 10:49 a.m.*

#### **V. La Raza waiver request- 2007/2008 Noche de la Familia Event Charge- tabled.**

#### **VI. Closed Session – Leases- Bark ‘n’ Bun, Carmelina La Petite**

*The Board entered into closed session at 10:49 a.m.*

*The Board came out of closed session at 11:03 a.m.*

**Move to have management prepare the necessary documents for adding four years to lease of Bark ‘n’ Bun. Moved by Scoble. Seconded by Saadeh. Motion passed.**

**Move to have management prepare the necessary documents for adding three years to lease of Carmelina le Petite. Moved by Brown. Seconded by Saadeh. Motion passed.**

#### **VII. Committee Reports**

##### **1. Finance**

**Dalpe** stated that the budget timeline for fiscal year 2009/10 would be prepared for the next Board meeting.

##### **2. Audit**

**Bomar** reported that the committee is required by law to assist in the review and selection of a financial auditor, and to meet with representatives as they begin their auditing processes. He noted that what we’re considering is the annual financial auditor. *A Hood and Strong report of last year’s audit was passed out with a letter that summarized the audit and contained potential findings.* He informed the Board that on October 30, 2008 the Audit committee had met with the

Hood and Strong representative Steve Piuma. He pointed out that no significant issues had been found and there were no findings or inconsistencies or vulnerabilities from this audit. He informed the Board that even though the letter did not address this matter, there is a new requirement for the Student Center to prepare a risk assessment related to balance sheet items and that a great deal of effort and time was expended by staff and Auxiliary Business Services in preparing a detailed assessment document for the auditors. **Bomar** reported that Hood and Strong was coming off of a one-year extension from the previous commitment of a three-year contract and the Student Center is at the point where we should consider preparing a request for proposal for audit services for the next three-to-five years, and the Audit committee has asked staff to coordinate with the other organizations on campus: the Philanthropic Foundation, SFSU Foundation, the Bookstore and the Associated Students. He suggested that all of the organizations together could go out for an RFP or ask for an extension with our current auditor. He stated that the Audit committee will meet sometime this month and will come back to the Board with the final report.

**Dalpe** noted that management has contacted the auxiliaries, and all are interested in going out together for an auditor. He emphasized that this process is not necessarily to hire a different auditing firm, but to look for a better offer, and the Student Center is hoping that Hood and Strong puts in a competitive proposal.

**Cortez** stated that the last proposal was put into bid in late October, so a lot of dedication will be needed to get this done.

**3. Vendor Services- no report.**

**4. Community Relations**

**Brown** commented that the committee had been meeting very frequently lately, and that today is the first Palestinian mural celebration. He informed the Board that the event would begin at noon, and the music and speeches would last from 2:30-4:30 p.m. He added that the event would be screening a film about how GUPs and the community came together to put up this mural. He continued, stating that at 6:30 p.m. there would be speakers in Jack Adams hall, with food being served at 7:30 p.m. followed by a performance by I Heart Hamas. He announced that next week would be the Rickard Oakes celebration, and on November 12 the committee would be coordinating an American Indian studies program from 4:00-6:00 p.m., with an extensive program being held on November 13. He informed members that there would be dancers, speakers, an ROMC dispossessed film, a speaker from the tribe to speak against the building of a dam, and more. He stated that if anyone had any questions about these events that they could contact him for more information. He expressed his opinion that this would be a great event, and was lead by SKINs. He also mentioned that the 40<sup>th</sup> Celebration of the '68 Student/Faculty Strike had been held the week before this meeting.

**Toporek** noted that for the 40<sup>th</sup> Celebration the committee had put together a PowerPoint presentation on the Student Center's mural process and student involvement in realizing their goal of expressing diversity and cultural awareness through the murals. She indicated that many people had shown up, including some U.C. Berkeley students who were here trying to figure out how they could follow through on what had been said in the strike. She expressed her opinion that the event had been a great success.

**Brown** noted that he had been working with Drew Foster for preparing a proposal to get the Student Center to help sponsor an equity and sustainability fund, and stated that he would be emailing information out to be addressed at the December 6, 2008 Governing Board meeting.

*Scoble and Brown exited at 11:24 a.m.*

## **5. Vendor Services**

**Flowers** noted that the committee had been unable to make a decision regarding the LCL restaurant temporary vendor and that the committee had been uncomfortable with the process. He stated that management had done a great job with their responsibilities concerning the project, but that the committee had felt that additional Board members should be involved in the decision.

**Dalpe** reminded that the committee only makes a recommendation to the Board and that the Board makes the final decision. He noted that the committee was interested in interviewing each of the potential candidates and stated all board members can participate in this interview process. He suggested that a date and time be worked out so that all members who wished to be included could do so.

**Cortez** expressed her appreciation for the Vendor Services committee and the experience that came from these concerns. She suggested that the process of bringing items to the Board could be improved upon.

**Mazen Fakhouri** expressed his concern with the idea of adding another vendor to the Student Center when there are already many problems for the vendors who already exist in the building. He explained that there is already enough competition that was not present in the past, and informed the Board that the building has problems as well, such as the plumbing and the service elevator not working for days at a time.

**Marco Ballesteros** stated that he had been on campus for 20 years, and that the Student Center's criteria should change to remain relevant to the times. He emphasized that the vendors are all here to provide services for the students, but the vendors need help as well. He suggested that the vendors need more promotion. He noted that when the Student Center vendors compare their businesses to outside businesses the comparisons are becoming less favorable, and the vendors have been having a hard time making their voices heard on the committees. He added that this is a livelihood, and times change and costs change.

**Carmelina** noted that she signed on to be a Student Center vendor in 1986, and that this was a community. She emphasized that these vendors provide a services for students first, and function as a business second, because good business is dependant on good services.

**Saadeh** asked what the vendors want.

**Ballesteros** replied that they did not want an additional vendor in the building before the problems are resolved.

**Saadeh** asked if the vendors were proposing that an existing vendor move into the space.

**Ballesteros** reminded the Board that in 2000 he had asked if he could move into a new location on the ground floor, and that he had submitted a proposal. He expressed his discontent with a new vendor being considered for the building when his business was declining, and expressed his opinion that if he could move his location his business might pick up. He reiterated that the Student Center already has ten vendors, and his sales at the Pizzeria are 40% lower than they were in 2000, while costs have risen considerably.

**Robert Darden** suggested that if a new vendor had to be added that it be a vendor with a specific good or service that doesn't create a stress for the other vendors. He added that structurally this building is at capacity and when looking at hot water use the current vendors have to add sanitary to the water because water does not heat up. He reiterated the plumbing and elevator issues, and added that the loading dock also has problems that make it difficult for current vendors to conduct their business. He stated that collectively the vendors are saying that these impacts should be considered, and expressed his opinion that the Student Center needs to promote the restaurants better, because there are many people who don't even know about the newest restaurants.

**Saadeh** observed that there were a lot of concerns on this issue.

**Cortez** agreed, and explained that she had wanted the Board to hear these concerns. She asked the Board how the Student Center is supporting its vendors, and reminded the Board that the Student Center has a level accountability to its vendors that should go both ways. She stated that Mary Keller had dropped off flyers for the vendors regarding their business hours and locations, and indicated that the Board would be making more of an effort to reach out to the campus community. She encouraged students and the Board to get involved in helping to solve these issues.

**Robert Darden** suggested that there are many issues to be discussed at the Vendor Services and Governing Board meetings, and added that there could be more involvement from management, as the vendors pay a lot of fees outside of the rent that goes to administrative costs.

**Flowers** suggested that the concerns of the vendors regarding space within the Student Center should be addressed prior to the next meetings, so that the committee could see if it is really viable to have this many vendors in the building.

**Dalpe** pointed out that the discussion was off base. He stated that the Student Center has contractual agreements with each vendor and that an impromptu conversation where members comment on, or try to address statements made by one or more vendors is inappropriate. Vendors are here voicing concern over a potential new vendor on the Lower Conference Level and any resistance on their part to having a new vendor is perhaps understandable. He noted that it was fine that the vendors wanted to share their concerns with the Board, but Board members should reserve their comments to specific questions directed towards gaining greater clarity. Regarding infrastructure statements, the vendors need to work with management to resolve any such issues. Board members should direct vendors who voice concerns directly to them to Management. Management needs to hear the issues first so that they may be addressed, and then

if the vendors wish to make their concerns public they can speak during public comment at the Vendor Services committee.

**Cortez** agreed with **Dalpe**, and stated that in her four years as the chair of the Board that she had always heard vendor concerns from management. However, she acknowledged that the vendors must be in a hard spot for them to be voicing their concerns directly.

**Dalpe** emphasized that it is fine for vendors to express their concerns to the Board, but to have Board members immediately suggest an entirely new process that would essentially circumvent established procedures is not a good idea.

*Bomar and Mizirawi exited at 11:50 a.m.  
The meeting lost quorum at 11:50 a.m.*

## **VIII. Managing Director's Report**

### **1. Academic Qualifications**

**Dalpe** reported that all qualifications had been met.

### **2. South Plaza & Exhaust System**

**Dalpe** reported that he was still in discussion with A+D Architecture and Schwartz Architecture regarding the possibility for cooperation between the two components of this project.

### **3. LCL Restroom Renovation**

**Dalpe** reported that we are still in the review process for the construction documents. The documents are currently awaiting approval from the Division of the State Architects office. Management is still looking at the end of December for construction to begin on the men's room.

### **4. Pyramid 1 Amphitheatre**

**Dalpe** reported that management is working with Capital Planning to put this project out to bid. He noted that the rainy season would last through May, so commencement of the actual repair work on the amphitheatre would be towards the end of May.

**Robert Darden** asked what the scope of South Plaza project was.

**Dalpe** explained that the plan would allow for more seating, another door to the building, and an exhaust system that will provide service to two of the building's vendors. The plan for the Plaza area is being modified to meet the University requirement of removing proposed service locations that were originally a part of the plan for the South Side of the building.

**IX. Announcements**

**Amaya** announced that AS would be holding a mixer for program directors and AS directors on November 20, 2008 at 4:00 p.m. He stated that he would send out an e-mail with more details regarding this mixer.

**X. Adjournment**

The meeting was adjourned at 11:53 a.m.

Respectfully Submitted,

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Guy Dalpe, Executive Secretary, Student Center Governing Board

Date