



**STUDENT CENTER GOVERNING BOARD**  
**February 4<sup>th</sup>, 2010**

The Student Center Governing Board at San Francisco State University held a **meeting on Thursday February 4<sup>th</sup>, 2010, 9:30 a.m. in the Delmy Rodriguez Conference Room.**

<u>Members Present</u>		<u>Members Absent</u>
Sam Brown	Paloma Dudum- Maya	Dr. Linda Buckley - UN A
Raul Amaya	Ryan Calkins	Don Scoble- UN A
Kit Bomar	Joseph Greenwell	
Travis Northup	Jackie Mendez	
Tyler Cornfield	Chris Gillespie	
Guy Dalpe	Derek Aitken	
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>
Edina Bajraktarevic		Carmelina Narciso

Minutes Prepared By: S. Bolton

**i. The meeting was called to order by Amaya at 9:57 a.m.**

Changes to the agenda for the meeting of February 4<sup>th</sup>, 2010.

- Item V. Mid-Year Budget Adjustments for Fiscal 2009/ 2010 (A) was tabled.

**ii. The agenda for the meeting of February 4<sup>th</sup>, 2010. Approved by consensus.**

Changes to the minutes for the meeting of December 3<sup>rd</sup>, 2009.

- Add Travis Northup to list of attendees as Travis Northup- Un T @ 10: 05 a.m.
- Remove duplicate Chris Gillespie from list of attendees.
- Add Dr. Linda Buckley to List of attendees.

**iii. The minutes from the meeting of December 3<sup>rd</sup>, 2010. Approved as amended. 1 abstention.**

#### iv. Public Comment

**Marco Ballesteros** indicated that businesses on the lower conference level continued to have less foot traffic. He said that his business has been struggling because of various factors including the economic climate.

**Frank Meng** stated that he was the owner of Asia Express. He commented that he has tried to contact the board and staff regarding his on going situation with Asia Express but has not received a response. He commented that business is very slow and that he does not have enough to pay his rent and requested help from the board.

**Mendez** requested a copy of **Meng**'s recent letter to the Student Center.

**Aitken** suggested that all vendors contact the appropriate management and staff about any issues they may have regarding vendor operations.

#### I. Chairs Report

##### 1. Newly Elected Members

**Amaya** welcomed the newly elected board member **Ryan Calkins** and returning board member **Sam Brown**.

**Dalpe** also welcomed **Joseph Greenwell** to the Board, as he would fill the position that **Dr. Will Flowers** held on the Board.

##### 2. Annual Retreat Follow- up

**Amaya** stated that the retreat was a great opportunity for board members to greet and interact with each other and begin a new year with new perspectives and goals.

##### 3. Committee Meetings and Times

4.

**Amaya** spoke regarding the importance of holding committee meetings, emphasizing that the committee times should be scheduled as soon as possible.

**Dalpe** added that the committees help the public put a face on the members of the board and the Student Center.

##### 5. Vacant Alumni Position

**Amaya** announced that the alumni position had been filled and is currently waiting on the approval from the University President's office.

## **II. Annual Selection of Committee Chairs**

### **a. Nominations were open for the chair of the Rules Committee**

**Aitken** nominated **Northup** for chair ship of the Rules Committee.

**Northup** accepted the nomination.

*There were no other nominations.*

**Motion to approve Northup as chair of the Rules Committee.**

**Moved by Aitken. Seconded by Dudum-Maya.**

**Motion passed.**

### **b. Nominations were open for the chair of the Community Relations Committee**

**Mendez** nominated **Northup** for chair ship of the Community Relations Committee.

**Northup** accepted the nomination.

*There were no other nominations.*

**Motion to approve Northup as chair of the Community Relations Committee.**

**Moved by Mendez. Seconded by Dudum-Maya.**

**Motion passed.**

### **c. Nominations were open for the chair of the Finance Committee**

**Mendez** nominated **Brown** for chair ship of the Finance Committee.

**Brown** accepted the nomination.

*There were no other nominations.*

**Motion to approve Brown as chair of the Finance Committee.**

**Moved by Mendez. Seconded by Dudum-Maya.**

**Motion passed.**

### **d. Nominations were open for the chair of the Human Resources Committee**

**Gillespie** nominated **Calkins** for chair ship of the Human Resources Committee.

**Calkins** accepted the nomination.

**Brown** nominated **Mendez** for chair ship of the Human Resources Committee.

**Mendez** accepted the nomination.

*There were no other nominations.*

*The Board voted by ballot, which resulted in a tie.*

*The Board resolved to approve both Calkins and Mendez as co-chairs.*

**Motion to approve both Calkins and Mendez as co-chairs of the Human Resources Committee.**

**Moved by Aitken. Seconded by Gillespie.**

**Motion passed.**

**e. Nominations were open for the chair of the Master Plan Committee**

**Gillespie** nominated **Dudum-Maya** for chair ship of the Master Plan Committee.

**Dudum-Maya** accepted the nomination.

*There were no other nominations.*

**Motion to approve as chair of the Master Plan Committee.**

**Moved by Gillespie. Seconded by Northup.**

**Motion passed.**

**f. Nominations were open for the chair of the Audit Committee**

**Cornfield** nominated **Bomar** for chair ship of the Audit Committee.

**Bomar** accepted the nomination.

*There were no other nominations.*

**Motion to approve Bomar as chair of the Audit Committee.**

**Moved by Cornfield. Seconded by Aitken.**

**Motion passed.**

**g. Nominations were open for the chair of the Vendor Services Committee**

**Northup** nominated **Gillespie** for chair ship of the Vendor Services Committee.

**Gillespie** accepted the nomination.

*There were no other nominations.*

**Motion to approve Gillespie as chair of the Vendor Services Committee.**

**Moved by Northup. Seconded by Aitken.**

**Motion passed.**

**h. Nominations were open for the chair of the Executive Committee**

**Mendez** nominated **Cornfield** for chair ship of the Executive Committee.

**Cornfield** accepted the nomination.

*There were no other nominations.*

**Motion to approve Cornfield as chair of the Executive Committee.**

**Moved by Mendez. Seconded by Gillespie.**

**Motion passed.**

**i. Nominations were open for the representative to LEAD Advisory Committee**

**Brown** nominated **Calkins** for the representative to LEAD Advisory Committee.

**Calkins** accepted the nomination.

*There were no other nominations.*

**Motion to approve Calkins as chair of the LEAD Advisory Committee.**

**Moved by Brown. Seconded by Toporek.**

**Motion passed.**

**j. Nominations were open for the representative to the Student Fee Advisory Committee**

**Cornfield** nominated **Brown** for the representative to the Student Fee Advisory Committee.

**Brown** accepted the nomination.

*There were no other nominations.*

**Motion to approve Brown as chair of the Student Fee Advisory Committee.**

**Moved by Cornfield. Seconded by Mendez.**

**Motion passed.**

**III. Committee Membership (A)**

**Katherine Day** was added to the Rules Committee.

**Ryan Calkins** and **Raul Amaya** were added to the Finance Committee.

**Joey Greenwell** was added to the Master Plan Committee.

**Joey Greenwell** and **Jackie Mendez** were added to Vendor Services Committee.

**Motion to approve all committee memberships.  
Moved by Northup. Seconded by Aitken.  
Motion passed.**

#### **IV. Goals for 2010 (A)**

**Dalpe** presented the board with the list of goals, composed at the retreat, and invited board members to participate in a goal that they would like to see accomplished.

**Motion to approve all committee goals as they stand.  
Moved by Gillespie. Seconded by Aitken.  
Motion passed.**

#### **V. Mid-year Adjustments for the fiscal year of 2009/2010 - (Tabled)**

#### **VI. 2010/2011 Budget Timeline (A)**

**Bajraktarevic** indicated that the timeline outlines the responsibilities shared between the finance department, the staff, the Finance Committee and the Board. Currently on schedule with this year's timeline and will begin the next phase, which involves meeting with the 17 departments, in the coming week.

**Aitken** noted that the timeline item *4/29 First reading of the proposed budget at the SCGB meeting*, was incorrect and suggested that the date reflected be changed to 4/5.

**Motion to approve the 2010/2011 Budget Timeline with corrections.  
Moved by Northup. Seconded by Aitken.  
Motion passed.**

#### **VII. Fundraising Commitment – Rules Committee (A)**

*The board came to a consensus to send the Donor Bill of Rights to the Rules Committee.*

**Motion to send Donor Bill of Rights to Rules Committee.  
Moved by Northup. Seconded by Gillespie.  
Motion passed.**

#### **VIII. March 4<sup>th</sup> State Wide Action on Budget Cuts (A)**

**Brown** read the March 4<sup>th</sup> State Wide Action on Budget Cuts Statement from the Student Center.

*The Student Center supports the March Fourth Statewide Day of Action in defense of public education.*

*As the Cesar Chavez Student Center we see the deterioration of education and the impact it has had on our own University. Education has not been a priority in the State of California and we call on students, staff and faculty to make March 4th a significant turning point in our time as members of this University. We realize the potential of coming together across the state in unity with all other sectors of public education so that we can be a part of the solution. Therefore the*

*Student Center is committed, throughout the week leading up to March 4th, to provide a space for workshops and resources for organizing in defense of our education.*

*United for education!  
Prioritizing education!  
Defending our education!*

**Aitken** suggested changing the word strike to day of action due to avoid confusing student employees as to the purpose of March 4<sup>th</sup>.

**Mendez** indicated that there would be a series of workshops held at the Student Center throughout the week of March 4<sup>th</sup>.

**Dalpe** clarified that the workshops were being put on by other entities and not the Student Center. He indicated that the Student Center was only providing space for the workshops to take place in.

**Motion to approve the Student Center's March 4<sup>th</sup> Statement with corrections.  
Moved by Aitken. Seconded by Mendez.  
Motion passed.**

#### **IX. Governance / Leadership Program (A)**

**Dalpe** spoke regarding the governance and leadership program that Barnes would be coordinating for the board members to attend and participate in.

**Cornfield** asked if the board would need to have a consensus in order to move forward.

**Dalpe** indicated that a consensus would be ideal.

**Motion to approve Governance and Leadership workshops for the Student Center's Board Members.  
Moved by Northup. Seconded by Gillespie.  
Motion passed by consensus.**

#### **X. Request for CSSA Meeting Support – ASI (Tabled)**

**Motion to table the Request for CSSA Meeting Support until the next Board meeting.  
Moved by Amaya. Seconded by Aitken.  
Motion passed**

#### **XI. Closed Session- 1. Leases**

*Entered closed session at 12:22 p.m.  
Exited closed session at 12:40 p.m.*

## **XII. Vendor Operations**

### **i.) Compliance**

**Shah** indicated that the following numbers are the outstanding balances of the Student Center Vendors and do not include the debt on promissory notes: Asia Express-\$18,516.64; Carmelina La Petite-\$11,008.03; Jessie's Hot House-\$2,960.71; New York Minute -25,183.35 Bookstore-\$50,381.69; Pizza and Pasta -\$28,201.49; Taqueria Girasol -\$47,975.25.

**Shah** reported that the following vendors were out of compliance due to missing paperwork.

#### **Insurance Documentation**

New York Minute  
Gold Coast Grill

#### **Business Licenses**

Pizza and Pasta

#### **Previously requested Sales Tax forms**

The Pub

**Shah** stated that only the following vendors had submitted paperwork for:

#### **Tax Documents from previous quarter**

The Pub

#### **Furlough Analysis**

Bookstore  
Jessies Hot House

### **ii.) RFP Timeline**

**Shah** indicated that currently the RFP timeline for the New York Minute location was being reassessed due to some determining factors that have not been resolved.

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

### **1. Changes to Organizational Structure**

**Barnes** indicated that the Student Center had undergone changes in its organizational structure, which had been denoted by the Organization Structure handout. Francine Shakir was the new

director of the Richard Oakes Multicultural Library. She indicated that Shakir had previously directed ASCEND, an educational consulting firm focusing on the creation of Charter schools in the Bay Area. Dr. Shakir has been a professor of Africana Studies at San Francisco State University.

## 2. University Lease

**Dalpe** stated that a lease had been signed with the University that would extend until June 30<sup>th</sup>, 2014. He indicated that, as with the previous leases, the University reserves the right to use the building in the event that there is insufficient space available for the academics programs. A new feature of this current lease is the recognition that the Student Center can engage in Fundraising.

## 3. Internal Audit

**Dalpe** indicated that the final report was still not finalized but some of the suggested improvements included missing conflict of interest forms from board members, reconciliation of payroll reports and documentation on timing for the disposition of Student Center furniture. He indicated that these were suggestions in order to facilitate the operation of the Student Center and not findings that would indicate operational deficiencies.

## 4. Haiti Relief

**Shah** stated that in light of the disaster that has struck Haiti, the Student Center would be tabling in order to collect donations for the organization Partners in Health. The Student Center would also table at Homecoming in order to maximize efforts and board members were encouraged to come and table in order to show support and solidarity.

**XIV. Announcements- None**

**XV. Adjournment**

The meeting was adjourned at 12:55 p.m.

Respectfully Submitted,

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Guy Dalpe, Executive Secretary

Date