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STUDENT CENTER**
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STUDENT CENTER GOVERNING BOARD
March 11th, 2010

The Student Center Governing Board at San Francisco State University held a **meeting on Thursday March 11th, 2010, 9:30 a.m. in the Delmy Rodriguez Conference Room.**

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

Minutes Prepared By: S. Bolton

i. The meeting was called to order by Cornfield at 9:38 a.m.

Changes to the agenda for the meeting of March 11th, 2010.

- Table Item I.4 Chair's Report – ASI/SC Merger Discussion
- Remove Item IX. Request for CSSA Meeting Support- ASI (A)

ii. The agenda for the meeting of March 11th, 2010.

Motion to approve agenda with changes.
Moved by Aitken. Seconded by Gillespie.
Motion passed.
1 abstention.

iii. **The minutes from the meeting of February 4th, 2010.**

Motion to approve minutes of February 4th, 2010.

Moved by Northup. Seconded by Aitken.

Motion passed.

1 abstention.

iv. **Public Comment - None**

I. Chairs Report

1. Alumni Appointee

Cornfield welcomed newly appointed alumni representative Robert Silva.

2. Meeting Protocols

Cornfield drew the board's attention to observing the meeting protocols, which would allow Board meetings to run efficiently.

3. Update from ASI Appointee

Northup informed members that ASI passed a resolution for the March 4th protest. He indicated that in a meeting with President Corrigan, it was announced that the Recreation and Wellness Center project had been approved. **Northup** brought fourth a request from ASI, for the Student Center to donate the lunches for the March 22nd Sacramento Rally.

Motion to allocate the amount that was previously approved for lunches for the Sacramento rally.

Moved by Northup. Seconded by Gillespie.

Motion passed.

4. ASI/ SC Merger Discussion- **Tabled**

II. Committee Membership (A)

Northup added **Calkins** and **Greenwell** to the Community Relations committee.

Brown removed **Mao** from the Finance committee.

Amaya in at 9:50 a.m.

Motion to approve additions and subtractions made to Committee Membership.

Moved by Brown. Seconded by Northup.

Motion passed.

III. 2nd Quarter 2009/2010 Investment Report (A)

Bajraktarevic indicated that the investment report would review the investing decisions for the Student Center's portfolio, over the last quarter. The report included the allocations from the various Student Center accounts that include Merrill Lynch, Charles Schwab and LAIF (Local Agency Investment Fund). The report focused on the top five investments with the highest return in each account.

**Motion to approve the 2nd Quarter Investment Report.
Moved by Brown. Seconded by Northup.
Motion passed.**

IV. 2nd Quarter 2009/2010 Financial Report (A)

The board reviewed the line items in the Financial Report.

Bajraktarevic gave the board a brief overview of the 2nd Quarter Financial Report, which included revenue and expenses detailed in the report. She indicated that fees returned are the fees collected from students, which in the financial report is represented as a one-time occurrence that skews the percent of the budget that has been recaptured.

Northup asked what happened to the remaining money received from fees.

Bajraktarevic explained that the Student Center had an obligation worth \$15 million to the holders of a State Bond, which was taken out when the Terrace Level was built to cover costs. The remaining money received from fees continues to pay out the debit owed. **Bajraktarevic** noted that the line item total operating expense was higher due to the Native American Mural expenses and Recreation and Wellness Center Promotional items expenses.

**Motion to approve the 2009/2010, Second Quarter Financial Report
Moved by Brown. Seconded by Gillespie.
Motion passed.**

V. Mid Year Budget Adjustments for Fiscal 2009/2010 (A)

Bajraktarevic stated the same amount of dollars are being spent, however the midyear adjustments have allowed for the budget to be reanalyzed to see where adjustments need to be made among departments. **Bajraktarevic** indicated that the original estimates for revenues generated in the building went from \$1,499,200 to \$1,362,200.

**Motion to approve the 2009/2010, Mid Year Budget Adjustments
Moved by Brown. Seconded by Mendez.
Motion passed.**

VI. Menu Addition Request- Jessie's Hot House (A)

Gillespie spoke regarding Jessie's Hot House request of adding the menu items bacos and hot wings. Management's recommendation was to approve only the hot wings option, however the Vendor Services committee recommended both items.

Mendez asked what was the reasoning behind management's decision.

Shah indicated that upon researching other soul food menus, there were no other examples of the proposed baco.

Durden indicated his support for the Vendors Committee recommendation. He mention that the creation of the baco was inspired by an item on Jessie's Hot House Menu and was being offered as an alternative, lower-carb option of the Big Boy.

Dalpe expressed the importance of following the RFP process and recommended staying within the limitations given by the original proposal.

Bomar suggested exploring other options, which would allow for a low-carb option.

**Motion to approve hot wings at the prices and portions listed
Moved Gillespie. Seconded by Calkins.**

The board discussed the motion at hand.

Motion passed

**Motion to approve Vendor Services Committee recommendation.
Moved by Gillespie. Seconded by Calkins.
Motion failed. 2 abstentions.**

VII. Revision to Holiday Policy for Student Staff (A)

Mendez stated that the Human Resources Committee recommended a new holiday pay policy for student staff. The new policy would increase efficiency and would be based on equitable hourly pay on holidays, which would facilitate payroll procedure and would include a 6th paid holiday for staff. The cons are that approximately 23 employees would loose on average about 1.5 hours of holiday pay would have received under the current holiday policy, however five of those students are graduating this spring.

**Motion to approve Holiday as recommended by the Human Resources Committee.
Moved by Mendes. Seconded by Gillespie.
Motion passed.**

VIII. Retirement Consideration (A)

Dalpe read Retirement Consideration recommendation.

Aitken asked what was the driving force behind the consideration.

Dalpe indicated that retirement consideration was being recommended because of a Student Center staff member that was retiring before being able to receive the benefits after years of service, which would not be available to the staff person until next year.

**Motion to adopt Retirement Consideration.
Moved by Northup. Seconded by Aitken.
Motion passed.**

IX. — Request for CSSA Meeting Support — A.S.I (A)

X. Closed Session- Leases

Entered Closed Session at 11:00 am.

Exited Closed session at 11:35 am.

XI. Vendor Operations (I)

Shah clarified that if a vendor is out of compliance in an area other than monetary compliance, the notification process is similar to as the three-day pay or quit notice. She stated that there was a complaint against Gold Coast Grill, which indicated that a customer was served undercooked chicken. Jessie’s Hot House is also using a sandwich board to advertise which is prohibited.

Dalpe stated the university has regulations on keeping pathways cleared and the sandwich board does not comply with these.

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

XII. Committee Reports

Rules - No Report

Executive Committee

Dalpe indicated that the two options for a meeting with President of the University were Thursdays and Fridays 10 a.m. to 11a.m.

The board decided to set-up a meeting with the President on a Friday at 10 a.m.

Audit- No Report

Amaya out at 12.09 p.m.

Community Relations

Northup gave an update on Student Center Governing Board Information Day and indicated that every committee would have a table, which would include mock flyers.

Dalpe suggested Committee Chairs speak with their support staff to make this a very successful event.

Northup also reminded board members to attend the Cesar Chavez Annual Celebration.

Human Resources

Mendez indicated that the committee was looking to start the process to fill vacant positions.

Vendor Services

Gillespie mentioned that Vendor Services was working exploring marketing options.

Finance

Brown indicated that the Finance Committee discussed the various reports discussed earlier and began preparing for the 1st 2010-2011 Budget reading.

Mendez out at 12:17 p.m.

Brown out at 12.21 p.m.

Master Plan

Dudum-Maya stated that the UC Irvine Campus has ADA compliant electronic signage, which would be researched further to initiate a process of adding to the Student Center.

Student Fee Advisory Cmte- No Report

LEAD Advisory Cmte- No Report

XIII. Managing Director's Report

1. Internal Audit

Dalpe stated that the Student Center would not be receiving a citing for UBIN in this audit report.

2. Pyramid Amphitheatre

Dalpe indicated that the amphitheatre seating or phase one would soon be completed, as the seats have been installed. The second phase would be the permanent computer lab.

XIV. Announcements- None

XV. Adjournment

The meeting was adjourned at 12:22 p.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary

Date