



STUDENT CENTER GOVERNING BOARD
May 25th, 2010

The Student Center Governing Board at San Francisco State University held a meeting on Tuesday, May 25th, 2010, 9:30 a.m. in the Delmy Rodriguez Conference Room.

<u>Members Present</u>		<u>Members Absent</u>	
Tyler Cornfield	Chris Gillespie	Ryan Calkins Un A	Jackie Mendez Ex A
Paloma Dudum-Maya	Travis Northup	Raul Amaya Un A	Derek Aitken Ex A
Guy Dalpe	Don Scoble	Linda Buckley Ex A	
Rebecca Toporek	Kit Bomar		
Joseph Greenwell	Sam Brown		
	In @ 10:04 a.m.		

<u>Support Staff/Consultants/Presenters</u>	<u>Guests</u>
Edina Bajraktarevic Neha Shah	
	Travis Northup Chris Gillespie

Minutes Prepared By: S. Bolton

- i. The meeting was called to order by Cornfield at 9:39 a.m.**

Changes to the Agenda

Add item 7. Event Charges – La Raza Student Organization’s Noche de la Familia 2008-2009 to VII. Managing Director’s Report

- ii. The agenda for the meeting of May 25, 2010. Approved as amended.**

Changes to the Minutes

- Change Don Scoble’s unexcused absence to excused absence.

- iii. The minutes from the meeting of May 6th, 2010.**

**Motion to approve the minutes from the meeting May 6, 2010 with corrections.
Moved by Scoble. Seconded by Dudum- Maya.
Motion passes.**

iv. **Public Comment**

Dalpe informed the Board that Robert Silva sent a letter resigning from his position on the board due to conflicts with his work schedule. He indicated he had been in contact with Doug Hupke, Director of Alumni Relations and Annual Giving, to begin the recruitment process for Silva's replacement.

I. **Chair's Report**

1. Associated Students Appointments

Cornfield indicated that the AS appointee process had not been finalized.

2. Summer Meeting Calendar

Dalpe reminded Board members that the June 3rd Board meeting has some important agenda items and requested that members be diligent in confirming their availability with the secretary as early as possible for quorum purposes. He mentioned that July board meeting could be scheduled on July 1st or July 8th, depending on which date would work best for maximum board attendance. In August, **Dalpe** indicated that there was the possibility that the Mid-Year Retreat would take the place of the monthly board meeting, however, if there were a need for a meeting it would be scheduled.

3. Mid-Year Retreat

Cornfield reported that the Mid-Year Retreat date was still unknown due to low response to email sent out. He informed board members that the dates were Thursday and Friday, August 12th & 13th or Friday and Saturday, August 13th & 14th or Thursday and Friday August 19th & 20th or Friday and Saturday August 20th & 21st.

Dudum-Maya confirmed that she would be out of town for both dates and would not be able to attend.

Toporek stated that she would be leaving on sabbatical next semester and that the senate would be appointing a new representative respectively.

Northup confirmed that all dates worked for him, however, he mentioned that August 12th & 13th were the dates he preferred.

4. Recreational & Wellness Project Update

Cornfield reported that the next meeting to discuss the Recreation and Wellness Center would be June 10th, which he would not be able to attend. He mentioned that the **Dalpe** would be attending as a representative of the Student Center and he, also, extended the invitation to any board member who would like to attend.

Northup asked what were the topics being discussed.

Bomar suggested that the board review the preliminary reports from the Canon Design and Brailsford & Dunlavey, as they would inform the Board on the groundwork that has already been set for the Recreation and Wellness Center. **Dalpe** indicated that staff would distribute the report to all members.

Northup mentioned that the AS parliamentarian had expressed his concern for the scheduled Meet and Greet between the ASI and the SCGB that is to take place following this Board meeting. The AS/p has advised AS members against attending due to conflicts with the Gloria Romero Act that restrict against several officers meeting without an agenda being posted in order to inform the public.

Dalpe indicated that the Meet and Greet was a social event for AS Board members and the CCSC Board members and that there was not going to be any decisions made about any particular topic at the social. As such, the event would not be in conflict with the Gloria Romero Act.

II. Donor Bill of Rights (A)

Northup stated that the rules committee recommended the adoption of the Donor Bill of Rights. The committee believed it would build confidence with future donors and hoped to work on the second part of the Donor Bill of Rights over the summer.

Bomar asked how was the Donor Bill of Rights to be disseminated.

Northup responded that the committee was still working on the second part of the Donor Bill and hoped that it would be approved soon, so that it could be posted online on the Student Center website.

**Motion to adopt the Donor Bill of Rights as recommended by the Rules Committee.
Motion passed by consensus.**

Brown in at 10:04 a.m.

III. Publicity Department Strategic Vision (A)

Dalpe stated that staff and the Human Resources Committee have been working diligently to finalize a strategic plan for the Publicity department that includes two new positions for expansion of the marketing component. In brief, the current department structure has a copywriter position which would be changed to a student Media Relations Assistant. The two new positions would be phased-in, in order to minimize the impact on the budget. The new positions include a Marketing Student Manager (1st phase) and a full time position that would oversee the entire Publicity Department (2nd phase). The Plan also calls for the creation a marketing internship program that would contribute to the growth of the marketing component. The 2nd phase currently scheduled for 2012/2013, the addition of a full-time Publicity Manager, would not go into effect until the Student Center's financial outlook improves to where annual salary increases can again be considered for current staff.

Motion to approve the Strategic Vision for the Publicity Department, with full implementation dependent upon the improvement of the Center's financial outlook.

Moved by Scoble. Seconded by Gillespie.

Motion passed.

IV. Second Reading 2010/2011 Budget (A)

Bajraktarevic mentioned that purpose of the second reading of the budget is to include any changes the group suggested during the first reading. She reported that no comments have been provided since the first reading, so her presentation will focus on the largest component of change from one year to the next, which is Staffing. She revisited the first reading discussion of the creation of three divisions and stated their purpose was to capture the professional staff dollars as well as administrative support needed to operate the major components of the Center's daily operations. She highlighted the efficient redistribution of student payroll dollars that allowed for the creation of an IT position under Tech Services and the reorganization of reporting lines for the Information desk, folded under Meeting and Events Services, and the Depot and Art Gallery, now reporting to the Program Development Officer. **Bajraktarevic** went over a breakdown of the payroll and benefit expenses for the organization beginning with the actual costs in 2008/2009, the current year and the proposed numbers for 2010/2011. In terms of change from this year to the next, the Student Center will remain fairly consistent on the Temporary Help and Auxiliary Prof Staff line items. We show a sharp decrease in the Part-Time Staffing component due to the fact that we committed a higher amount this year for the purposes of hiring a Recreation and Wellness Petition Process Supervisor. **Bajraktarevic** stressed this fiscal year's commitment to spending \$232,000 less than originally budgeted and noted that this helped offset the additional reduction of \$102,000 in revenues, reducing the negative net from a minus \$596,000 to a minus \$493,000. While the negative net is still high the smaller loss allows the Center to begin the recovery process from the economic downturn earlier. She brought to the member's attention that this budget does not include salary increases and that this will mark the fourth year that staff have not received an increase.

Motion to approve the 2010-2011 Budget as presented.

Moved by Brown. Seconded by Gillespie.

Motion passed.

V. Closed Session – i.) Leases ii.) Personnel (Tabled)

VI. Request for Proposal Package – R&D Level Middle Location (A)

Gillespie reported that the RFP Proposal for the proposed Deli Style Restaurant was very similar to previous RFP proposals with a few exceptions. He mentioned Section I: Item B was changed to become more readable.

The board discussed the sentence structure that was found in Section I: Item b.

Bomar asked if the rent maximum was \$24,000.

Shah indicated that the actual amount changed each year due to other fees and charges.

Toporek felt that the section could be clearer, and she suggested changing Section B Menu to read offers and not offer's. She also suggested adding to Section I: Item b, the sentence, *Therefore costs may increase or decrease annually.*

Motion to approve Request For Proposal package with the mentioned changes.

Moved by Northup. Seconded by Gillespie.

Motion passed.

VII. Managing Director's Report

1. Academic Qualifications

Dalpe indicated that the qualifications check had been processed through the Office of the Vice President for Student Affairs and that current members meet the requirements.

2. LCL Restrooms

Dalpe informed that, as reported at the previous meeting, bids for renovating the Lower Conference Room Bathrooms were within the Board's budgeted allocation. As such, management has coordinated with Capital Planning for preparing the contract documents and has sent a letter requesting approval for the release funds to the Vice President of Administration & Finance.

3. Pyramid I Amphitheatre

Dalpe mentioned that the Pyramid I Amphitheatre completion date is scheduled to be June 15th.

4. Pyramid I Computer Lab

Dalpe reported that the Student Center is moving forward with relocating the computer lab to its new location, which could be opened by the beginning of the Fall semester.

Bomar asked if the computer lab would entail an expansion.

Dalpe indicated that the new location would allow for double the amount of computers currently in the T-143.

Toporek asked what would happen to the room that is currently being used as the Computer Lab.

Dalpe mentioned that the current location would be reverted into a conference room as an integral component of the Richard Oakes Multicultural Center.

5. President's Cabinet Meeting

Dalpe indicated that he has followed up with the Vice President of Student Affairs regarding the proposed Cabinet Meeting here in the Student Center. He noted that this was

a suggestion by the President at the recent meeting he held with Board members and that it was a great outreach opportunity where Cabinet members could be introduced to Student Center Management staff.

6. Conflict of Interest Forms

Dalpe indicated that all the outstanding Conflict of Interest forms had been signed and collected.

7. Event Charges – La Raza Student Organization’s Noche de la Familia 2008-2009

Dalpe thanked the members for inquiring about the details of the charges at last month’s meeting. Upon further review it has been discovered that the difference in charges between 07/08 and 08/09 was related to the number of staff assigned to event clean up. For 08/09 the number of staff assigned appeared to be higher than what should be needed for the event. The amount has been recalculated and, though staff hours were accurately recorded, the total charged has been revised down from \$3,300 to \$ 2,300. Charges for the 2009-2010 La Raza Student Organization’s Noche de la Familia event should come in closer to the lowered amount as well.

VIII. Announcements

Toporek announced that she would be taking year off to go on sabbatical. She has discussed a one year replacement with the Academic Senate and hopes to return to the Board at the end of her sabbatical year.

Cornfield presented **Chris Gillespie** and **Travis Northup** with certificates of excellence during their respective terms.

IX. Adjournment

The meeting was adjourned at 10:55 a.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary

Date