



STUDENT CENTER GOVERNING BOARD
October 2, 2008

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, October 2, 2008 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>	
Liliana Cortez	Guy Dalpe	Derek Aitken (EX)	
Raul Amaya	Kit Bomar		
Sam Brown	Dr. Linda Buckley		
Darlington Nwaokoro	Dr. Will Flower		
Dr. Rebecca Toporek	Jackie Husary		
Don Scoble	Sokhom Mao		
John Saadeh			
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Edina Bajraktarevic		Karim Salagado	Jack Mizirawi
Neha Shah		Marco Ballesteros	Carmelina Narcisco
		Frandel Lladoc	Ramsey El-Qare
		Sharef Al-Najjar	

Recording Secretary: Lori Hostetter

i. The meeting was called to order by Cortez at 9:33 a.m.

Changes to the agenda for the meeting of October 2, 2008:

- Add "4. ACUI Conference" to Item 1
- Table Item VI "Noche de la Familia"

ii. Approval of agenda for the meeting of October 2, 2008. Approved as amended.

ii. Approval of minutes for the meeting of September 4, 2008 Approved by consensus.

iv. Public Comment

Al-Najjar inquired about the renaming of the west plaza to be named *Ohlone Plaza*.

Frandel Lladoc stated that he would like to discuss the invoice that he received from the SPAM event on Saturday in Jack Adams Hall for \$839. He added that he had never seen an invoice for this charge previously and would like to know if this fee could be waived.

Cortez responded affirmatively and explained that he must make a presentation to the Board and if he has any question to please contact her.

I. Chair's Report

1. Mid-year Retreat notes

Cortez asked the Board to please review the 2008 Mid-Year Notes.

2. Vacant at-large position

Cortez stated that **Nathalie Granados** is now resigned from the Board however, since there are only three months left in her term the Board needs to decide if we want to fill this position.

Mao inquired if the position had to be filled.

Cortez responded that the position did not need to be filled. She added that because the term for this position ends in just three months, it would be hard to have a completely new person get involved for that short amount of time.

Motion to not fill the vacant at-large position until the elections in November.

Moved by Husary.

Seconded by Buckley.

1 nay. No abstentions. Motion passed.

3. Elections Packet

Cortez stated that the election packets were available at the front desk in the business office.

Brown entered at 9:44 a.m.

4. ACUI Conference

Cortez stated that anyone interested in attending this conference, it will be held in Las Vegas, and members must register today. She added that if anyone was interested to contact Zoila in the business office.

Toporek inquired if anyone from the campus would be attending.

Dalpe responded that about four staff members will attend.

II. Vendor Requests – menu additions (A)

Cortez stated that the Board would be considering menu additions for the Taqueria Girasol.

Dalpe clarified that the Board will not be reviewing Jessie's Hothouse requests because that vendor was unable to attend the Vendor Services meeting yesterday and their request needs to be reviewed at committee level first, so that the committee can make a recommendation to the

Board.

Shah stated that the Taqueria Girasol, which currently does not sell any breakfast items, requested approval for three breakfast menu items. The Vendor Services committee recommended that these items be fresh and cooked to order as well.

Dalpe added that there was a lot of discussion that there must be a distinction between these items that will still compliment their specific style of cuisine and breakfast items that are already being sold in the Student Center. He stated that the committee agreed that those proposed additions to the Taqueria Girasol menu would enhance and expand the breakfast offerings that the Student Center provides to the campus.

Toporek asked what affect this would have on other vendors.

Dalpe replied that the committee, as well as staff, carefully considers the aspect of how menu additions will impact total sales in the center. He stated that the committee decided that each of these new offerings is distinct for a specific type of breakfast and that the committee anticipates this will serve to increase the sale of breakfast.

Raul entered at 9:53 a.m.

Motion to approve Vendor Committee recommendation to allow the addition of these items with the stipulation of the food being cooked to order and fresh.

Moved by Scoble.

Seconded by Husary.

Motion passed.

III. Vendor Requests – price increases (A)

Shah stated that the menu for café 101 details some of the items that have already risen and the menu items highlighted in grey are the ones that are being considered to be raised with Board approval.

Buckley inquired about the price increase still showing a negative percentage for an end result.

Dalpe clarified that this end percent is not a weighted average; but a simple average of the flat price on each item, which does not factor in volume or price of each item. He noted that the negative percentage indicates that the prices could be slightly higher than the request asks for and still remain within the percentage increase previously approved by the Board.

Brown inquired how the economy is affecting vendors.

Flowers replied that some food costs are going through the roof and since that inflation has not stabilized, these price increases are necessary for vendors to stay in business.

Toporek inquired how these prices compare to other places on campus.

Shah stated that, as a compromise, the cheapest cup of coffee at 12oz is \$1.00 and the highest is

\$1.50, so the requested \$1.25 stays in the middle of this range.

Bajraktarevic mentioned that the cheapest cup is located at the SFSU café stop near 19th avenue.

Flowers commented that at the Mid-Year Retreat, the Board discussed how to look at vendors' prices in comparison to the consumer price index and look at a policy to address that if need be.

Dalpe pointed out that in regards to comparison of prices, Café 101 has been the leader in holding the price of \$1 per 12oz cup and now the price of coffee itself has increased, it will be interesting to see how this will affect not only Student Center vendors but vendors all across campus as well.

Husary commented that she works at a coffee shop in the Mission District and a 12oz cup is \$1.50, so this prices increase is a good comparable price.

Saadeh emphasized that these prices were increased before the decision to increase the prices was brought to the Board for approval.

Cortez attempted to clarify that the concern of vendors raising their prices without Board approval was a concern and this issue has been brought up to all Student Center vendors and that she didn't expect to have this issue come up again.

Mizirawi stated that Café 101 did submit to have these price increases reviewed over the summer and since Board meetings were cancelled and the cost to the vendor was still going up, he felt he had to move forward before the beginning of this semester.

Shah mentioned that some of the vendors submitted incomplete information and to avoid future confusion, she outlined to all the vendors what information they need to submit in order for their request to be considered.

Scoble recommended that it should be understood by all vendors that this process requires management oversight, and even if the Board is approving the prices increases that have already been raised, it should be made very clear that this Board will not approve any other prices in this manner in future.

Cortez explained that since the chair of the Vendor Services committee, **Nathalie Granados**, had to resign and was absent for a period of time before her resignation. She added that due to this, the vendors committee was not able to meet until two weeks ago.

Toporek suggested that the Board look at find some process for urgent matters that require the Board to make a decision, like a conference call.

Dalpe stated that in the past, management has given temporary approval of price increases due to market conditions at the time. He explained that the breakdowns of the recent price increase requests were not entirely clear and that the committee had to request additional information from the vendors in order to analyze each request. He suggested that in the future, the Board should consider looking at market conditions for the vendors and allow management to make

urgent decisions if need be.

Flowers suggest that all price and menu related things should be looked at before the end of the spring semester in order to implement something for the fall semester.

Saadeh emphasized that, as a student representing students, he did not comfortable voting on implementing changes to vendor prices that have already been set. He added that he would not approve something that's already changed.

Motion to approve the recommendation by the Vendor Services Committee to approve the Café 101 price increase requests.

Moved by Nwaokoro

Seconded by Scoble.

3 Yays. 2 Nays. 4 Abstentions. Motion passed.

Bomar stated that the Board should consider price increases for vendors, due the fluctuations in the economy, however, there needs to be some alternative process where the management or the executive committee can make urgent decisions if need be.

The Board expressed their agreement.

Shah moved on to explain that Bark n Bun price increase requests followed a letter with a breakdown of their expenses. She added that they wanted to increase the cost of their hotdogs by .25 cents, and would like to be considered for overall increases at 5% because the majority of hotdogs are being increase by 8%.

Saadeh inquired if these prices have already increased or if they are waiting for approval.

Karim stated that she received a letter from her supplier that explained that prices would be increasing because of this he had to raise her prices.

Motion to approval bark n bun item menu increases.

Moved by Husary.

Seconded by Nwaokoro.

3 Yays. 2 Nays. 4 Abstentions.

Motion Passed.

Nwaokoro inquired why vendors raised their prices without prior approval and asked why the Board was voting to approve prices that have already been increased.

Flowers explained that the Board did not know that these prices had to increase due to supplier costs and market conditions. He stated that because the Vendor Services committee was not able to meet, the Board did not hear the concerns until now. He suggested that staff meets with those vendors more often and that the Vendor Services committee meet more often to ensure that all vendors' needs are taken care of.

Cortez stated that all the vendors were able to attend the last meeting two weeks ago.

Marco stated that the price increase difference comes from providing menu specials for students and since the economy went bad a year ago, he incurred the cost of that difference. He added that students were not directly impacted by that cost difference and that his goal is to keep his prices low for students.

Saadeh stated that he understood the concern around inflation and the state of the economy. He added that his main concern was the process in which these price increases were made. He explained that as a Board member, students asked him why vendor prices have increased and since he was unaware that the prices had increased, he felt like this undermined the Board's authority and credibility. He added that the Board needed to ensure that another process is in place for vendors to go through for situation like this.

Cortez acknowledged the concerns of the Board and vendors and instructed the Board to move forward for now, due to time constraints.

Ballesteros, Salgado, and Mizirawi exited at 10:00 a.m.

IV. Fourth Quarter 2007/08 Investments Report (A)

Bajraktarevic presented the investment report that outlined that the major point to note is that both accounts are holding up very well through this economic crisis. She added that the Student Center portfolio managers are doing well to keep the investments safe.

Saadeh stated that the two accounts, Merrill Lynch was down by .10% and Charles Schwab was down by .92%, however, overall the Student Center is doing very well.

Brown inquired that since this report is only through June 2008 and things have changed drastically in the last two months, is there more recent financial information that would include the last two months.

Bajraktarevic stated that this report it does not include information from the last two months. She added that information would be presented in the next report. She stated that another important note is that the Merrill Lynch account out performs the Charles Schwab account. She added that the S&P 500 and Russell 2000 seem to be holding steady but next time we should expect to see more losses.

Saadeh mentioned that the Finance committee is looking at taking some of the Charles Schwab account out and investing it into Merrill Lynch's account.

Brown asked that if the Student Center continues to see net gains, would that be something the Board should put more effort into pursuing.

Dalpe stated that it depended on what the Board knows is happening in the market and what the Board is willing to risk.

Bajraktarevic stated that over the last year, both Student Center accounts have really out performed the S&P 500 and Russell 2000.

Motion to accept the Fourth Quarter investment report.

Moved by Husary.

Seconded by Brown.

Motion passed.

V. Fourth Quarter 2007/08 Financial Report (A)

Ramsey El-Qare entered at 10:47 a.m.

Buckley and Mao exited at 10:48 a.m.

Bajraktarevic reported that the purpose of the financial report is to review how the Student Center is doing at the end of the 4th Quarter of the fiscal year 2007/2008, compared to the budget for 2007/2008. She began by discussing the revenue component of the report and noting the CCCSC total operating revenue ended at \$150K less than previous year, with a major component of that being the \$355K difference the investment interest compared to last year.

She proceeded to provide detail for the individual items that make up revenue components. Some of the dollars were recouped with the increase in Food Services, ROMC grant commercial and Leased Services. She provided detail for individual revenue components and explained that the changes in accounting of money from the two restaurant whose rental revenue goes directly in the Bank of West to serve as a payoff the West Plaza loan cause a 38% increase in revenue from the budgeted amount. She informed the committee that management anticipated being much closer to the budgeted dollars in the next fiscal years. Investment related interest/gain, when added together comes out to \$112,792 in revenue, whereas last year those 4 added to \$447,246, resulting in \$335K revenue decrease. Commercial and Leased services saw an increase by the amount equal to that year's CPI. General Services remained consistent with last year, and for Conference Services, the budgeted amount was conservative, ended up doing better but close to last year. Recreation Center hit the budgeted amount pretty closely though lower than anticipated with the decrease in the video game revenue. She explained that the recreation center is experiencing a little bit of a loss and that prior year adjustments are the benefit reimbursements that we received for our employee benefits program, which has turned out to be more savings from this expense. Our miscellaneous/ other revenue drew an unanticipated grant for the ROMC. Moving onto the expense side of CCCSC operation, it was noted that overall the center spent \$138K less than previous year. In comparison with last year it came at about 85% of the budgeted spending. We came under budget in all areas but two: other costs and auxiliary accounting. She added that the auxiliary accounting services went up 60%. She added that if you look at our revenue, the Student Center has been able to recoup some of these expenses and additionally, the ROMC received grant money, which could not be budgeted for. She stated that expenses overall are \$138,000 less than previous year. She explained that the savings comes from the empty student assistant position and the three components for medical/dental and rates for workers compensation that has gone down in cost. She added that the interest for the Student Center's loan for rebuilding West Plaza is a number that will continue to be high.

Saadeh thanked **Dalpe** and **Bajraktarevic** for their hard work in putting together these reports.

Motion to accept the Fourth Quarter Financial report.

Moved by Husary.

Seconded by Nwaokoro.

Motion Passed.

VI. Noche de la Familia 2007/2008 Event Charges (A)-Tabled.

VI. Committee Memberships- Rules (A)

Husary nominated **Frandel Lladoc** to join the Rules committee.

Lladoc accepted the nomination.

Moved by Nwaokoro

Seconded by Brown.

Motion passed.

VII. Committee Reports

1. Audit

a. Hood & Strong Audit

Bomar stated that the audit report is completed but it still needs to be reviewed at committee level before the Board can review it. He added that the committee should have something for the next Board meeting in November.

2. Vendor Services

a. LCL Restaurant Options

Cortez stated that the Vendors Committee members would be assisting management to review the proposals on Tuesday from 8 a.m. until 10:00 a.m.

Shah stated that five proposals have been received and once the committee reviews these proposals, the proposals will go the Board for review.

b. Vendor Compliance

Cortez stated that all vendors are in compliance. She announced that the next meeting would be on Tuesday, October 21, 2008 at 8:30 a.m.

c. Building Signage

Shah stated that once more information has been received regarding this; it will be presented to the Board.

3. Community Relations

a. Chair's Report

Brown reported that the committee met yesterday and is currently working on preparing for the

40th anniversary celebration and planning for the Palestinian Mural celebration on November 6th.

Ramsey El-Qare introduced himself as a member of GUPS and a member of the Palestinian Mural committee. He stated that reservations for the plaza the day of Malcolm X plaza needed to be confirmed by OSPLD. He added that the celebration would include a few speeches, quotes from Dr. Edward Said, and a traditional Palestinian dance. He added that GUPS will be presenting documentary on *Orientalism* in the ROMC in the afternoon and the last event for this celebration will be a one-woman play in Jack Adams Hall at 6:00 p.m. He explained that the play is called *I heart Ha-mas* and it is about a woman who goes to Palestine to find her identity and she starts see the realities of that world and it opens her eyes. He added that GUPS wanted to keep the play as the main event and have the rest of the celebration building up to that.

Brown stated that the Community Relations committee thought the title might be controversial, but he feels this is well within the mission of the center and the content of the play is as well. He added that planning for the Richard Oakes celebration is underway and currently the committee is looking for people to help with that process.

4. Human Resources

a. Chair's Report - none at this time.

5. Master Plan

a. Chair's Report- none at this time.

6. Rules

a. Chair's Report- none at this time.

7. Finance

a. Chair's Report- no further report.

8. OSPLD Advisory Committee – no report.

9. Student Fee Advisory Committee

Brown stated that since becoming the representative, the committee has had one meeting which discussed the governance that went into executive order 743.

VIII. Managing Director's Report

1. Academic Qualifications

Dalpe announced that the academic qualifications will come back to the Board in the November meeting.

2. Computer Lab

Cortez announced that the computer lab is now open and encouraged Board members to stop by. She added that the bookstore has put a lot of effort in running this lab and making sure the printing is working. She added that since the lab in the library will be closed soon, it's expected that more students will begin to utilize this service. She added that the celebration for the

computer lab opening will be in late October.

3. LCL Restroom Renovation

Dalpe announced that the new location is nearing completion. He added that after the paneling is finished this project would be done.

4. DPS Charges

Dalpe announced that he had not sent a follow up memo regarding this issue yet because Derek Aitken is currently away from campus and he is an integral part of the Board's commitment to solving this issue.

Bomar exited at 11:16 a.m.

5. Pyramid I Amphitheatre

Dalpe stated that the project is currently waiting to go to bid and once a bid is received, this will be presented to the Board and hopefully, the computer lab will be able to be relocated next September. He added that the concern is the impact on construction due the rainy season. So the start of the project will be late May of 2009.

Brown stated that the campus sustainability committee needed a representative from this Board.

Dalpe encouraged the Board to look for a committed student who is not one of our Board member to sit on this committee.

IX. Announcements

Dalpe announced that **Allison Victor**, Depot manager, is working on a video program with Skype that acts as eyes for blind/disabled people. Her project is being promoted by the Today Show on Monday and will demonstrate this really amazing work by Victor.

Ramsey El-Qare announced that the Arab Festival would be held this Friday.

Brown exited at 11:19 a.m.

Cortez reminded all committee chairs to schedule regular monthly meetings with the Board secretaries to set a regular date and time. She announced that due to non-Board members using the SCGB office, the locks have been changed and asked that Board members please remember to limit outside company in the office when they are using it and to not allow non-Board member in the office when Board members are not present.

X. Adjournments

The meeting was adjourned at 11:23 a.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, Student Center Governing Board

Date