



**CESAR CHAVEZ  
STUDENT CENTER**  
San Francisco State University

1650 Holloway Avenue • San Francisco, CA 94132 • Office (415) 338-1044 • FAX (415) 338-1738

**STUDENT CENTER GOVERNING BOARD**  
**01 February 2007**

The Student Center Governing Board at San Francisco State University held a meeting on **February 1, 2007 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>
Derek Aiken	Evelyn Hooker	Amrah Salomon-Johnson
Kit Bomar	Hector Jimenez Cardenas-L	Dr. Linda Buckley
Lily Cortez	Mirishae McDonald	Meredith Duke
Guy Dalpe	Don Scoble	Rebecca Toporek
Asella-Donovan Blood	Jackie Husary	
Nathalie Granados	Maire Fowler- L	

  

<u>Support Staff/Consultants/Presenters</u>	<u>Guests</u>
Paul Herrera	Natalie Christou

Recording Secretary: Rachel Damiano

- i. The meeting was called to order by Cortez at 9:41 a.m.**
- ii. Agenda for the meeting of February 1, 2007. Approved by consensus.**
- iii. Minutes from the meeting of December 7, 2006. Approved by consensus.**
- iv. Public Comment- None**

*Fowler entered at 9:43 a.m.*

**I. Chair's Report**

## 1. Outgoing Board Members

**Cortez** stated that there were two outgoing Board members, noting that **Cindy Morales** was one of them.

**Morales** stated that she enjoyed her time sitting on the Governing Board and working with all the members. She indicated that she would still be minimally active with the Board Committees, more specifically the Vendor Services Committee.

*Cardenas entered at 9:44 a.m.*

**Dalpe** recognized **Morales'** good work as the chair for the Vendor Services Committee. He pointed out that if **Bajraktarevic** were present, she would voice the same that **Morales** was a great Chair by informing and directing the committee and staying focused throughout the process.

He thanked **Morales**.

**Hooker** reiterated **Dalpe's** comments, stating that Vendor Services was a great committee and **Morales** was an excellent Chair, and that the Board was fortunate to still have her as an active committee member. She thanked **Morales**.

**Cortez** stated that she was glad to have the continued support from **Morales**.

**Cortez** stated that the other outgoing Board member was **Maya Whearty**, but she was not present.

**Cortez** noted that **Amrah Salomon-Johnson** was studying abroad this semester and would no longer sit on the Board. She noted that this would leave an open seat on the Board for a new student member and she would be working with the Business Office to publicize this open position.

## 2. Committee Meetings and Times

**Cortez** informed the members that individual committee meetings should be held once a month and before 5:00 p.m., and that chairs should consider times that were convenient for the secretaries and staff of the Business Office as well as their members. She stated that members needed to be available for Board meetings on the first Thursday of every month between 9:30 a.m. and 12:30 p.m. and that this time might be a desired time to schedule most meetings.

## 3. Agenda Items

**Cortez** reminded the members that the Governing Board agenda is posted (1) week (7 days) prior to the Actual Governing Board meeting, and if members needed items on the agenda to email her the Wednesday before, otherwise the items would not be on the agenda until the subsequent month.

## 4. Annual Retreat Notes

**Cortez** expressed that she felt the Annual Retreat to be a very productive retreat, noting that all members gave and received input. She opened the table for comments.

**Hooker commented that it was a** great retreat, noting that the group got through the whole agenda, in a pleasant, professional, and business manner. She commended the Chair and expressed appreciation for the wonderful presentation.

**Dalpe** indicated that the retreat went very well and he appreciated the participants, making the retreat well attended and showing good commitment from the Board. He stated the amount of interaction was very good and the attendees proved as a group, that they work very well together, and people weren't hesitant to take on responsibilities. He especially commended the Chair, and **Cardenas** and **Aimee Barnes** for facilitating and prioritizing the goals through the second day. He further thanked **Lori Hostetter** for the fast turn around on preparing the Retreat notes, showing that things were accomplished at the retreat. He pointed out that lists of the goals were attached to the back of the packages.

**Granados** stated that this was her first retreat and it proved to be very helpful as far as the scope of goals, and made her more prideful to sit on the Board. She further stated that she was enthusiastic about working on accomplishing the goals with the Board.

## **II. “Big 12” 2007 Goals (A)**

**Motion to approve the “Big 12” 2007 goals. Moved by Fowler. Seconded by Cardenas. Ten yays. No nays. No abstentions. Motion passed.**

## **III. Annual Selection of Committee Chair's (A)**

1. **Arts Committee- Palestinian Mural Project- Cortez** nominated **McDonald** to Chair the Arts Committee- Palestinian Mural Project. **McDonald** accepted. Seeing no other nominations the chair put **McDonald's** selection to vote. Chair approved by consensus.
2. **Arts Committee- Native American Mural Project- Fowler** nominated **Cardenas** to Chair the Arts Committee- Native American Mural Project. **Cardenas** accepted. Seeing no other nominations the chair put **Cardenas'** selection to vote. Chair approved by consensus.
3. **Audit Committee- Hooker** nominated **Bomar** to chair the Audit Committee. **Bomar** accepted. Seeing no other nominations the chair put **Bomar's** selection to vote. Chair approved by consensus.
4. **Community Relations Committee- McDonald** nominated **Fowler** to Chair the Community Relations Committee. **Fowler** did not accept. **Granados** nominated **Cardenas** to Chair the Community Relations Committee. **Cardenas** accepted. Seeing no other nominations the chair put **Granados'** selection to vote. Chair approved with one abstention.

5. **Finance Committee- Donovan-Blood** nominated **Fowler** to Chair the Finance Committee. **Fowler** accepted. Seeing no other nominations the chair put **Fowler's** selection to vote. Chair approved with one abstention.
6. **Human Resources Committee- Husary** nominated **Donovan-Blood** to Chair the Human Resources Committee. **Donovan-Blood** accepted. Seeing no other nominations the chair put **Donovan-Blood's** selection to vote. Chair approved with one abstention.
7. **Master Plan Committee- Husary** nominated **McDonald** to Chair the Master Plan Committee. **McDonald** accepted. Seeing no other nominations the chair put **McDonald's** selection to vote. Chair approved by consensus.
8. **Rules Committee- Aitken** nominated **Husary** to Chair the Rules Committee. **Husary** accepted. Seeing no other nominations the chair put **Husary's** selection to vote. Chair approved with one abstention.
9. **Vendor Services Committee- Hooker** nominated **Granados** to Chair the Vendor Services Committee. **Granados** accepted. Seeing no other nominations the chair put **Granados'** selection to vote. Chair approved by consensus.
10. **Executive Committee- Fowler** nominated **Cortez** to Chair the Executive Committee. **Cortez** accepted. Seeing no other nominations the chair put **Cortez's** selection to vote. Chair approved by consensus.
11. **ROMC Program Council- Cortez** stated that the ROMC Program Council is being restructured, as to indicate that appointing a Chair was unnecessary for the time being. She informed the Board that the Chair of the Community Relations would coordinate with the ROMC director, **Aimee Barnes**, to restructure the program, per the discussion that took place at the Annual Retreat  
  
**Dalpe** added that other Board members are welcome to participate in the restructuring process as well.
12. **OSLPD Advisory Committee- Rep- Morales** stated that the OSLPD Advisory Committee had not met during the time she was elected to sit on the Committee as a Representative.  
  
**Fowler** nominated **Donovan-Blood** to sit on the OSPLD Advisory Committee as a Representative. **Donovan-Blood** accepted. Seeing no other nominations the chair put **Donovan-Blood's** selection to vote. Representative approved with one abstention.
13. **Student Fee Advisory Committee- Rep- Cortez** stated that she and **Dalpe** discussed appointing a student outside of the Board to sit as a representative specifically for the Student Fee Advisory Committee, and advised the Board to look for nominees that might be available to do so. She stated that the position would remain vacant for the time being.

#### IV. Committee Membership (A)

1. **Arts Committee-Palestinian Mural Project-** Motion **McDonald** to approve Ramsey El-Qare, Charlie El-Qare, Jackie Husary, Naser Halteh, Sharef Al Najjar, Chris Kazaleh, Dr. Lucia Volk, Dr. Ken Monteiro, Rafael Martinez, Karen Carrington, Lily Cortez, and Guy Dalpe as the members of the Arts Committee- Palestinian Mural Project. Seconded by **Husary**. Members approved by consensus.
2. **Audit Committee-** Motion by **Bomar** to approve Derek Aitken, Lily Cortez, Guy Dalpe, Don Scoble, and Maire Fowler as the members of the Audit Committee. Seconded by **Aitken**. Members approved with two abstentions.
3. **Community Relations Committee-** Motion by **Cardenas** to approve Guy Dalpe, Lily Cortez, Sharef Al Najjar, Hebat-Allah Elsakkar, and Maire Fowler, and Rebecca Toporek as the members of the Community Relations Committee. Seconded by **McDonald**. Members approved by consensus.
4. **Finance Committee-** Motion by **Fowler** to approve Derek Aitken, Meredith Duke, Guy Dalpe, Lily Cortez, Donovan-Blood, and Jackie Husary as the members of the Finance Committee. Seconded by **McDonald**. Members approved with two abstentions.
5. **Human Resources Committee-** Motion by **Donovan-Blood** to approve Hector Jimenez Cardenas, Nathalie Granados, Kit Bomar, Guy Dalpe, Meredith Duke, and Lily Cortez as the members of the Human Resources Committee. Seconded by **Husary**. Members approved by consensus.
6. **Master Plan Committee-** Motion by **McDonald** to approve Jamaal Johnson, Victoria Ramirez, Don Scoble, Evelyn Hooker, Guy Dalpe, and Lily Cortez as the members of the Master Plan Committee. Seconded by **Donovan-Blood**. Members approved with one abstention.
7. **Rules Committee-** Motion by **Husary** to approve Lily Cortez, Guy Dalpe, Mirishae McDonald, Derek Aitken, Ramon Rios-Parada, and Cindy Morales as the members of the Rules Committee. Seconded by **Donovan-Blood**. Members approved with one abstention.
8. **Vendor Services Committee-** Motion by **Granados** to approve Evelyn Hooker, Cindy Morales, Lily Cortez, Guy Dalpe, and Mirishae McDonald as the members of the Vendor Services Committee. Seconded by **Donovan-Blood**. Members approved by consensus.
9. **Arts Committee- Native American Mural Project-** Motion by **Cardenas** to approve Guy Dalpe, Lily Cortez, Aimee Barnes, Brian Gallagher, Dianna Baldwin, Frank Kellum, Larry Salomon, Linda Perez, Michelle Rodriguez, Nadia Moreira, Natchee Blu Barnd, Ramon Rios-Parada and Sophia Ramirez as the members of the Arts Committee- Native American Mural Project. Seconded by **Fowler**. Members approved by consensus.

#### V. 2006/2007 Wage Increases- Revision (A)

**Dalpe** stated that the CSU had moved forward with the approval of the increase and brought the Board's attention to the wage adjustment included in the packet that was approved by the Board at the November 2006 meeting with the understanding that the agreement between the CSU and the various bargaining units would be reconsidered. The only item that has been changed is the final agreement with the CSUEU, where there is a final adjustment increase of a little more than one-quarter-of 1 % for staff. Management is recommending that the Board approve the additional one-quarter-of 1% increase. There are some minor alterations with the way the adjustment was approved with the general salary increase being 3% instead of 2.42% and a similar services salary increase of 1%. The market equity pool changed from 0.6% to 0.224%. Within the Student Center, there are a small number of employees affected by this change so it shouldn't have a material impact on the budget. He restated that management is recommending that the Board approve the increase for the staff of the Student Center that meets those classifications.

**Motion to approve the 2006/2007 Wage Increases. Moved by Granados. Seconded by McDonald. Ten yays. No nays. No abstentions. Motion passed.**

## **VI. Travel Rate Changes- Meals & Miles (A)**

*Paul Herrera entered at 10:33 a.m.*

**Dalpe** stated that the CSU had approved an increase in the reimbursement rate for meals and travel mileage. He stated that the total difference per day with the meals was an increase of \$9.00, and the rate per mile had increased from 44.5 cents to 48.5 cents. He indicated that the \$9.00 did not have an impact on this year's budget, noting that there was enough funding in travel budget to cover those additions. He stated that on an Annual basis, it comes to approximately under \$400.00 per year, pointing out that there is no real significant impact to the budget for approving those additional reimbursements. He noted that the mileage the Student Center was currently at was a higher rate than the 44.5 cents because there was a temporary increase that was not officially put on the books of 48.5 cents. This approval simply converts the temporary rate to the officially approved rate.

**Motion to approve the Travel Rate Changes for meals and mileage. Moved by Fowler. Seconded by Aitken. Nine yays. No nays. No abstentions. Motion passed.**

## **VII. Information Desk Renovation (A)**

**Motion to release the funds for moving forward with the Information Desk Renovation. Moved by McDonald. Seconded by Aitken.**

*Discussion*

**Cortez** stated that the renovations were two projects that the Board has budgeted funds for, but were put on hold approximately a year ago with attempts to move forward with more pressing projects, and were scheduled to be revisited in the beginning of 2007.

**Bomar** called for a point of clarification, requesting that the Board review the goals of the Information Desk Renovation Project.

**McDonald** stated that the Information Desk Renovation Project was put on hold because the Board had various other major and minor projects that they wanted to put more energy into.

**Fowler** called for a division of assembly and requested that the Board retake the vote as some of the Board members were unclear of the motion on the table.

**Dalpe** for clarity stated that the money was already approved and is in the budget, but the Board decided to put the projects on hold for a period of time. He indicated that the staff of the Information Desk is strongly supporting the project, and encouraging the Board to move forward with the changes. He noted that some of the changes would be a new desk, new partition, new carpet, and a new storage system for the tables for the student organizations. During the discussion of the renovation process the staff had indicated that a number of items were in disrepair; the cabinets don't lock, the carpet is torn and ragged, there is poor separation for cash processes, and in addition, there is a big problem with the way the tables are currently being stored and the staff hoped that the new design would correct all those problems.

**McDonald** stated that she was unaware of the problem concerning the storage of the tables, noting that when tables are rented, information desk staff assists with the table renting, and indicated that she doesn't feel that it is in need of a renovation. She stated that she had not heard any complaints about the storage system.

**Fowler** stated that she didn't believe the renovation would be a bad thing, but felt that in terms of the Board's original intention for putting the project on hold was due to the need to focus and make progress on the more drastic renovations.

**Aitken** asked if the funds were released would they be spent immediately.

**Cortez** replied in the negative, clarifying that it would just allow the committee to move forward with discussion of the Information Desk.

**Dalpe** further clarified that as of current there had just been general planning meetings to discuss the deficiencies in the space and the needs that should be accessed.

**Scoble** asked **Fowler** if there were other needs for the funds. **Fowler** replied in the negative, clarifying that it was put on hold more for the resources and the workload for the staff.

**Hooker** suggested that the Board keep in mind that these are work spaces for people doing work for the Board and by renovating their work spaces, it creates a human environment that shows that the Board wants the staff to have a pleasant, comfortable, and healthy environment to work in and promotes a good relationship between the Board and the staff. She added that the money is allocated in the budget for these projects and the only decision to be made is whether or not to move forward with these renovations.

**Scoble** asked **Dalpe** what the impact would be on the human resources. **Dalpe** replied that there would not be great burden on the staff, to see this project through.

**Cardenas** asked what the timeline/deadline would be.

**Cortez** clarified that there were two projects

**McDonald** responded that the project was estimated to cost \$36-44,000.00 per a project review in 2006, noting that the cost is varying approximately \$10,000.00. She stated that if the project were to be taken off hold, the committee would have to do an additional project review and that currently a timeline had not been specified due to the project being on hold.

**Dalpe** added that the funding is in the budget, and the target was to have the renovation completed by June 2007.

**Donovan-Blood** asked where the funds would go if the Board did not release the project. **Dalpe** responded that the money would stay in the budget until the following year when it would have to be re-allocated in the budget for the coming year.

**Four yays. Six nays. No abstentions. Motion failed.**

### **VIII. Accounting/Administrative Offices Renovation (A)**

**Motion to release the funds for the Accounting/Administrative Offices Renovation. Moved by Donovan-Blood. Seconded by Fowler.**

#### *Discussion*

**Fowler** stated that the conditions in the Accounting and the Administrative Offices are much different than the Information desk. She pointed out that there is not enough space and the staff play an important role in the functioning of the Student Center and should be appreciated. She commented that the Information Desk renovation suggestions seemed to be more aesthetic than necessary, and the situation in the Business offices truly impacts the work environment of the staff. She further encouraged the Board to release the funds for the Accounting and Administrative Offices Renovation.

**Husary** expressed agreement with **Fowler's** comment. She believes that the Board should move forward with the renovation.

**Ten yays. No nays. No abstentions. Motion passed.**

### **IX. Project Changes (A)**

#### **1. Soul Food Restaurant**

**Dalpe** stated that this item was also discussed during the retreat, as well as the Master Plan committee meetings, regarding the options for and the status of the Soul Food project. He directed the Board's attention to the document included in the packets that provided a number of alternatives that needed to be reviewed and assessed by the Board, which included arguments for

and against the project that the Board should be aware of. He stated that the Master Plan committee was also looking at possible alternate locations both inside and outside in the building. He noted that the inside project scope had been reduced by condensing the exterior amenities and storage, and the committee had also looked into reducing the amount of equipment that would be put into the space by making it a responsibility of the successful operator. Those considerations had been discussed with Capital Planning and the low bid contractor during the first bid cycle, along with the project manager, Student Center and the Architects and they were to come up with a plan that would go back out to the original contractors that were interested in the project. He indicated that he believes that they have a good chance of coming in under the \$400,000.00 budget cap and further indicated that the bids should be in approximately two weeks from now.

## **2. South Plaza Exhaust Stack**

**Dalpe** stated that the outside bids were about a month away, and they were still trying to come up with a plan that would be successful in reducing the project by 50 %. They have worked with the University and the University has agreed that the Student Center could reduce the scope of seating in the Plaza type area that would be on the South side of the Exhaust Stack provided the Student Center make a commitment to come back within a two-year period to finish the seating in the Plaza area. He suggested that the number of items surrounding the discussion should stay on hold until additional bids are retrieved.

**Motion to table the Project Changes for the Soul Food Restaurant and the South Plaza Exhaust Stack until the next Board meeting. Moved by Donovan-Blood. Seconded by Fowler. Ten yays. No nays. One abstention. Motion Passed.**

## **X. Closed Session**

*The Board entered into closed session at 11:04 a.m.*

### **1. Agreements**

### **2. Personnel**

*The Board culminated closed session at 11:36 a.m.*

## **XI. Managing Directors Report**

### **1. West Plaza Project**

**Dalpe** stated that the project was moving along well. He noted that the contractors would be applying framing throughout the end of week, and would then begin the outside duct work through the roof and into the back of Jack Adams Hall, during the following week. He pointed out that there were two items that required additional costs. The first item, that was discovered during demolition, was the wall that separates the alcoves and bookstore was built of wood decking, and that wood decking does not meet fire code requirements for a Type I building, such as the Student Center, and as a result they are working with the contractor to replace the

materials with metal studs and decking instead. These replacements are estimated to cost \$26,400.00, but are in the process of being negotiated down. The second item was the cost increase of materials since the bids were received and the actual start of construction for. This is an increase of \$18,000.00 that is being negotiated down with contractor.

**Dalpe** indicated that the construction should be completed by the middle of April, which meets their timeline, and vendors would then move back in their locations, and spaces would be open for fall 2007.

## **2. Pyramid I Amphitheatre**

**Dalpe** stated that he was expecting to have materials to provide the Board regarding the revised cost estimate for this project by the next Board meeting. He noted that through demolition analysis of the roofing condition underneath the amphitheatre, the contractors found that the base supporting the waterproof membrane was made of plywood and this material does not meet code. He stated that he was awaiting the amount of the additional costs for removing the material and implementing a new design for replacement decking.

## **3. Retirement Health Benefits**

**Dalpe** stated that **Herrera** continued to work with CALpers in order to meet and create the necessary documents, regarding the Retirement Health Benefits package, to be reviewed by the Board. He had anticipated that they would be in place by now, but unfortunately they were experiencing difficulties with coordinating schedules and meeting times with the department. He indicated that **Herrera** spoke with a liaison at the AOA conference and was optimistic to have the documents by the Next Board meeting.

## **4. Diversity Training**

**Dalpe** stated that there was interest in diversity training, and that this training was conducted for the staff last semester. He noted that there was further interest in an expanded type of diversity training to be conducted by the Student Center, regarding transgender and sexual issues that would be held on a regular basis for ASI, SC and interested vendors or bookstore staff. He indicated that Judy Young, an instructor at UCSF, who also works on this campus, and is involved in the AIDS Coordinating committee at SFSU and in San Francisco in general, could possibly conduct the first training.

**Husary** asked if the training would be different for the different sessions. **Dalpe** replied in the affirmative. He stated that they are hoping to hold one to two per semester but would first need to develop a budget and criteria for future trainings. He noted that the training be done for staff and would later consider inviting other auxiliary and vendor participation.

## **XII. Announcements**

**Cardenas** stated that himself and **Fowler** were looking to host a Parliamentary Procedures workshop to make the new Board and ASI members privy on styles of leadership. He stated that it would be on February 23, 2007 at 12:00 p.m.

### **XIII. Adjournment**

The meeting was adjourned at 11:48 a.m.

Respectfully Submitted,

---

Guy Dalpe, Managing Director, Governing Board

Date