



**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
Thursday, May 3, 2007

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, May 3, 2007 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>
Derek Aitken	Hector Jimenez- T	Kit Bomar
Lily Cortez	Mirishae McDonald- T	Cindy Morales
Guy Dalpe	Don Scoble	
Jackie Husary	Asella Donovan-Blood	
Meredith Duke	Maire Fowler- T	
Nathalie Granados	Linda Buckley- T	
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>
Suzanne McNulty		Ryan Carney
Jamie Lindsey		

Recording Secretary: Rachel Damiano

i. The meeting was called to order by Cortez at 9:36 a.m.

Changes to the minutes from the meeting of May 3, 2007:

- Add “iv. Minutes from the meeting of March 15, 2007.”
- Move “V. Student Organization Event Charges (A)” to “III. Student Organization Event Charges (A).”

ii. Agenda for the meeting of May 3, 2007. Approved as amended.

iii. Minutes from the meeting of April 5, 2007. Approved by consensus.

iv. Minutes from the meeting of March 15, 2007. Approved by consensus.

v. Public Comment

Ryan Carney, from the Students and Faculty for Fair Trade, announced that the group had organized a campaign on educating people about fair trade brand with the support from vendors who are offering Fair Trade coffee and tea as part of their menus. He continued that SFFT would like to work with the Student Center by implementing a policy that ensures Fair Trade has a place at San Francisco State University. Through their campaign, SFFT has found that Fair Trade is better economically, environmentally and politically. The group hopes to return to a Governing Board meeting for a more in-depth discussion on Fair Trade.

I. Chairs Report

1. Dept of Public Safety Charges

Dalpe informed the Board that he received the second notice on the original invoice, and indicated that he would send a follow-up email.

Scoble asked if they provided information on how the charges were calculated. **Dalpe** replied that the working formula they have provided is not to the Boards satisfaction because it does not identify detail information.

2. Conflict of Interest Forms

Cortez reminded Board members that they needed to sign and return their Conflict of Interest forms.

3. Mid-year Retreat- date, location

Cortez indicated that an email would be sent out regarding potential Mid-year Retreat dates and locations.

II. ECO Students – Kiosk Proposal (A)

Suzanne McNulty, from the ECO Students, introduced the possibility of installing a pilot *Solar-powered Environmental Information Kiosk (ECO-OSK)* on the San Francisco State University (SFSU) campus that would show what SFSU is doing to become a more environmentally friendly campus. The kiosk has a computer inside where students can access this information and there would not be any installation fees because the kiosk is being donated to SFSU. The kiosk has been approved by the Disability Resource Center, and is waiting for approval from the University. The ECO Students are proposing three different locations for the kiosk and one of them is in the South Plaza of the Student Center. They are asking for approval on this location from the Board.

Scoble asked who would be responsible for maintaining the kiosk. **McNulty** replied that they would be working with the campus.

McNulty explained that if the kiosk were successful, they would consider a permanent installation.

Motion to approve the ECO-Students Kiosk proposal contingent upon the University approval. Moved by Fowler. Seconded by Cardenas. yays. No nays. No abstentions. Motion passed.

III. Student Organization Event Charges (A)

a. Pacific Islanders' Club (PIC)

Jamie Lindsay, from the Pacific Islanders' Club (PIC), announced that the organization was holding their 10th Annual Graduation Ceremony for student members that were graduating, and noting that their funding from Associated Students had been cut was asking for the after-hour Event and insurance charges to be waived.

Motion to waive the \$923.15 fee for the Pacific Islanders' Club Graduation Ceremony. Moved by Fowler. Seconded by McDonald.

Discussion

Aitken asked **Lindsay** if the event has always been held on the weekend. **Lindsay** replied that they usually hold it during regular business hours of the Student Center, but because there are more student members graduating, they are holding it later at night.

Dalpe advised against waiving the Insurance fee because it insures the organization itself and any claims made against the organization, and covers the Student Center and University, and needs to be paid through the organization.

Aitken noted that there currently isn't a policy on waiving fees and indicated that he is not in favor of waiving fees because of this.

Toprek asked if the Board waives the Insurance fee, will the ceremony be insured. **Dalpe** replied that the organization would not be insured. **Toprek** suggested reducing the other fee, but having the organization pay the insurance.

Cortez stated that she was under the impression that when the Board waived fees, the Student Center was paying for them. **Dalpe** indicated that he would need to verify if the Student Center had paid the insurance for the organizations in the past or if they were just waived.

Dalpe stated that the students would be covered because they are students of SFSU, but if someone else got hurt and made a claim against the organization, the insurance would protect the organization, Student Center, and the University.

Derek noted that there was difference between waiving a fee and paying, the fee is either paid or it is waived and the organization would not be insured.

Scoble commented that the wording of the motion implies that the organization would not be insured.

Fowler asked who is providing the insurance. **Dalpe** replied that an insurance broker was providing the insurance, and the Student Center acts as the intermediary between the broker and the student organization.

McDonald asked **Lindsay** if PIC had paid the insurance before. **Lindsay** stated that PIC's fees were not waived last year.

McDonald asked if PIC had money to pay for the insurance. **Lindsay** replied in the positive.

Motion to amend the original motion to strike \$923.15 and replace it with \$807.00. Moved by Fowler. Seconded by McDonald.

Motion to approve a fee waiver of \$807.00 for the Pacific Islanders' Graduation Ceremony. Moved by Fowler. Seconded by McDonald. Yays. One nay. No abstentions. Motion passed.

b. General Union of Palestine Students (GUPS)

Ramsey El-Qare, the Chair of the General Union of Palestine Students, stated that they received a bill from the Student Center for the use of Jack Adams Hall. He stated that the organization had originally reserved the Jack Adams Hall on Friday, April 20, 2007 to hold their Annual Family Banquet, but the Hall was double-booked for that same time and day. GUPS opted to change their event day to Sunday, May 6, 2007 and would like to have the after-hour fees waived for this event due to their inconvenience.

Dalpe noted that included in the charge was event Insurance for the amount of \$116.15 and suggested the Board to treat this item similarly to the Pacific Islander's request.

Scoble asked if the Board acknowledges that it was an error of the Student Center staff that there was a double booking. **Dalpe** replied that he was not certain of what actually happened with the scheduling of the room and that absent the details, he would recommend just recognizing that the organization would like the fees waived.

Motion to waive the \$894.00 fee for the General Union of Palestine Students Annual Family Banquet. Moved by Fowler. Seconded by McDonald.

Discussion

The Board informed Ramsey El-Qare that if the insurance is waived by the Student Center or is not paid by the organization, the event would not be insured.

Yays. One nay. Two abstentions. Motion passed.

IV. First Reading of 2007/2008 Budget (A)

Fowler announced that the Finance Committee would be presenting the first reading of the proposed 2007/2008 budget for approval by the Board.

Fowler gave a general overview of the budget. She directed the Board's attention to page one that showed the revenue coming in, noting that the 9.7 million was still at Chancellors office. She pointed out the operations, different expenditures, and noted that they were presenting a balanced revenue summary compared to past years actuals and that the projections for this year and next year were based upon enrollment and fees collected through the campus. She referred the members to page six, highlighting the Capital Equipment Fund and page 7 that shows money set aside for bond payments and money allocated for reserves. The Repair and Replacement Fund lists all projects the Student Center is planning to take on and explains where money has

been allocated for these projects over the past years. An issue that the Finance Committee addressed was the decreasing 'ending fund' balance over the years. According to the Chancellors office, the Student Center should have 10% of the value of the building in the ending fund balance, and the committee discussed being more realistic in spending. The next page broke down revenue from general programs and how much money the programs are generating based on rent and operations. Page ten showed all the expenses broken into line items; personnel and operation costs throughout the budget for the different departments. The Executive Director met with each department to determine their sub-budgets, to base a proposal for how much money they would need. Page 19 showed the Governing Board's budget for supplies, travel, etc.

Page 27 showed the Cash Flow and Operations for a 10-year budget from 2005 to 2015/16. The budget proposed was based on calculations of Operating costs and student fees. Line item 19 of the Salary and Wages was based on current staff structure. The Chancellors office mandates, as part of the bonds requirements, that the ending fund balance be 25% higher than the ending fund balance for the following year. The ending fund balance for the 2013/14 return of surplus revenue fund determines the next years budget and does not meet the 25% higher requirement, therefore the Board needs to continue to review this critical timeframe in future budgets.

Fowler entertained questions.

Donovan-Blood asked if the Board was buying more 4' 46" LCD television screens. **Dalpe** replied that Technical Services was proposing replacing some of the screen projectors with the LCD screens in rooms that are often used for presentations. The reasoning behind the proposal would be to cut down time and energy put into room preparation by Technical Services and possible cost efficiency in both equipment costs and staff time.

Donovan-Blood asked why the cost for the screens is not in the Technical Services Department budget. **Dalpe** replied that because this is a proposed purchase of equipment, the dollars go on the Capital Equipment budget. He referred members back to page 6 of the budget and noted how the particular Capital Equipment requests were broken down by department.

Donovan-Blood asked how long it would take to install the LCD screens. **Dalpe** replied that since he was not certain of what rooms they would be installed in her could not accurately quote an installation time, but noted that it would be a simpler installation system than those located in the lobby because those screens were used for a different purpose.

Husary asked how much more time it takes for Technical Services to prepare the projectors. **Dalpe** replied that it was dependant upon the assistance needed by the presenter and the preferences of the presenter.

Cortez reminded the Board to determine what is a need and a want and to be smart about what we are spending money on.

Toporek asked if the costs would be more or less the same to maintain the LCD screens. **Dalpe** replied that the argument for the screens is that they would last longer than the bulbs for the projectors, and it costs \$500.00 to replace one bulb. The cost for maintaining the projectors ends up being more.

Aitken suggested the Board not rush to judgment about the LCD screens and trust the staff to tell the Board what they need and that they have the experience to know what equipment will be most efficient and may not be an expenditure, but rather a cost cutting matter in the long term. He feels the proposal to be the best cost-cutting measure to come out of the budget in terms of staff time and longevity of the use of projectors.

Toporek asked if the request for unisex restrooms in the building had been addressed in this year's budget.

Scoble asked if there had been an analysis that indicated that there is cost benefiting. **Dalpe** replied in the negative, stating that it was just a general argument.

Dalpe commented that it was good to discuss why equipment is being purchased regarding the budgeting process, but having the committee or Board review the detailed information, to a certain level, is doing the job of management and suggested avoiding this as he doesn't feel if is what the Board wants to spend time and energy on and to keep in mind what the bigger picture is in terms of maintenance or improving the facilities.

Fowler stated that for the Repair and Replacement Fund, the Finance Committee was unclear of what was approved and just proposed, and wanted a breakdown in order to determine what projects were a necessity.

Dalpe explained the changes that had been made by the Finance Committee to cut costs in the Repair and Replacement fund. He stated that when the budget was first presented to the committee they had requested the projects be listed, when they were proposed and if the Board approved them. They also requested that the Restaurant Exhaust Systems exterior/plaza facility, and lighting upgrade be budgeted for the following year. He noted that the projects with quotation marks next to them had been eliminated from the budget, bringing the Board's negative \$331,000.00 amount to a positive \$837,000.00.

Fowler added that the facility lighting upgrades, ATM, canopies and Gold Coast Grill Plaza lighting would not be executed yet. **Dalpe** noted that these items were tagged in the revision.

Dalpe commented that it is important to realize the budget is a living document and the Board should be aware of their commitment in the future, and identify the needs/wants, but there will be changes from year to year, as it is a dynamic process.

The board discussed the determination of the ending fund balances.

In response to Toporek's earlier question, **Dalpe** stated that the unisex restroom is included as part of the Lower Conference Level restroom renovation proposal with our estimated cost of and approximately \$120-125,000.00. He noted that there were very limited options for including an additional restroom in the Student Center.

Toporek asked if that figure included maintaining the existing stalls and adding the new ones.

Dalpe replied in the affirmative.

McDonald added that they were installing foot washes also, as requested.

Fowler noted that if project budgets go over/under, adjustments are made according to the bids received from contractors.

Fowler asked if the quotation marks would be removed in the final draft. **Dalpe** replied that he had added them as foot notes if people had questions and informed **Fowler** that they would be removed before the final draft when to the Chancellors office for approval.

Granados asked if adding lighting in the central staircase had been eliminated from this year's budget. **Fowler** replied in the affirmative. **Granados** expressed concern with this.

Aitken suggested keeping a separate list that contained the items being eliminated in case future Boards needed a reference or wanted to revisit and to avoid institutional history being lost.

Dalpe recommended keeping the items on the list with footnotes indicating the projects have been considered but no funding has been allocated yet. He cautioned against being too conservative in dollars because of possible unforeseen increases in projects.

Donovan-Blood suggested inviting staff members to attend the Second Reading of the budget to answer any of the Board members question about certain programs. **Aitken** commented that he felt the meet and greet would be a good idea, but reminded the Board that they are mostly an oversight committee so managers and directors can do there job and they do not necessarily have hands-on privileges and the Board meeting might not be the appropriate place for that kind of interaction. **Duke** added that a meet and greet on the committee level would be more appropriate.

Motion to approve the first reading of the 2007/2008 Budget. Moved by McDonald. Seconded by Donovan-Blood. Yays. No nays. No abstentions. Motion passed.

V. Pyramid I- Uses and Layout (A)

Cortez stated that originally there were three options for the Use and Layout for Pyramid I, but Master Plan had recommended Option B.

Motion to approve Option B Use and Layout for the Computer Resource Lab as recommended by the Master Plan Committee. Moved by McDonald. Seconded by Donovan-Blood. Yays. No nays. No abstentions. Motion passed.

VI. Closed Session

The Board reconvened from closed session at 12:03 p.m.

VII. Managing Directors Report

1. West Plaza Project

Dalpe stated that the scheduled time for completion had been extended until May 22nd due to a few items that came up over the past weeks regarding the equipment installation requirements.

Toporek asked if there would be tables and chairs in the West Plaza. **Dalpe** replied that three benches that the Center currently had in storage would be installed on the West Plaza.

2. Pyramid I Amphitheatre

Dalpe stated that the project has gotten quite expensive. On a positive note, he informed that, per a meeting, the Fire Marshall verbally indicated that the original plywood substrate could be corrected by replacing it with fireproof plywood substrate and a letter would be sent to verify that in writing. This will help reduce both the Engineering design costs and the construction repair costs.

3. Diversity Training Sessions

Dalpe stated that there were two transgender sessions. He noted that overall the training was well attended and well received. There was great staff response and participation, and it was a valuable, dynamic program with high marks. He added that the presenter provided good scenarios that addressed relevant problems that might occur on a campus.

4. Financial Firm

Dalpe confirmed they were signing the agreement with Hood and Strong for the 2007 audit but that a longer five-year commitment with them was still in the consideration phase. Hood and Strong has indicated that the newly released auditing requirements include a more involved processing and the amount of time will increase. They are still analyzing the cost impact of these requirements on future audits.

VIII. Committee Reports

1. Master Plan

See “V. Pyramid I- Uses and Layout (A)” and “VII. Managing Directors Report”

2. Community Relations

a. Filipino Mural Celebration

Cardenas stated that he was excited by the successful turnout for the Filipino Mural Celebration planned by students and people from the Filipino community. He noted it was a great event and the Student Center should continue to fund it in the future.

Dalpe added that four former students and Board members developed a program to plan the Filipino Mural Celebration.

b. Cesar Chavez Celebration

Cardenas stated he emceed the Cesar Chavez Celebration and noted it was a successful event that had a large number of student organizations participating

Cardenas spoke regarding the Malcolm X event and stated that they will discuss it at the May 4, 2007 meeting to review itemized spending from previous celebration. He hopes to consolidate totals not spent on the previous event and fuel what's left into this years budget.

Cardenas suggested restructuring of the ROMC so that it would become responsible for how Annual events are planned and by whom. He added that there is potential for reinventing the structure and noted that currently, there seems to be no clear responsibility of what staff and Board members roles are in the planning process. He proposed this as a topic for discussion at the Mid-year retreat and feels a healthy conversation would bridge this gap.

3. Finance

See "IV. First Reading of 2007/2008 Budget (A)"

4. Human Resources- No Report

5. Rules

a. Arts Acquisition Policy Review

Husary stated that they were meeting every other week and their workgroups were very productive in determining how to apply, how to approve, allotment of finite space, potential conflict dealings, etc. She indicated that she hopes to have the policy completed by June.

6. Vendor Services

a. West Alcove Proposals Review

Granados indicated that they had not met much. She noted that they were reviewing the proposals for the Japanese and Thai Restaurants and is waiting for the Board's direction on whether the Soul Food Restaurant would be going into the middle location of the West Plaza.

She spoke with the ECO Students and will be dedicating time for them to speak at the next Vendor Services committee meeting. She noted that they want to put small, desk-side recycling bins in all the offices. They had discussed putting them in all the offices that would cost \$800.00 to have the whole building green.

Dalpe suggested focusing on recycling bins and not compost-ables, noting that offices weren't designed as eating locations.

Toporek asked if there would be someone who would separate and pick up all the materials. **Granados** replied in the affirmative.

Cortez suggested having the compost-able bins centrally located rather than in every office. **Dalpe** agreed.

Duke commented that the compost-able bins may attract mice and would require a lot of care and attention.

7. Arts- Native American Mural Project

Cardenas indicated that he had recently been in contact with Toby, the original artist, and he was going to submit a second rendition. He noted that the central issue for not meeting with the Committee was the artist's location, but that this was now resolved as Toby had recently relocated to the Bay Area.

8. Arts- Palestinian Mural Project

McDonald reported that the committee had not met for a few months.

Dalpe added that the committee was waiting for the Rules Committee to complete the policies.

9. Audit- No Report

IX. Announcements

Cardenas suggested bringing the gift from Hawaii to the next Board meeting for the members to see.

Ramsey El-Qare invited members to the upcoming GUPS event.

X. Adjournment

The meeting was adjourned at 11:36 a.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, Student Center Governing Board

Date