



**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, June 7, 2007

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, June 7, 2007 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>	
Derek Aitken	Hector Jimenez Cardenas	Kit Bomar	Nathalie Granados- UE
Lily Cortez	Evelyn Hooker	Cindy Morales	Mirishae McDonald-UE
Guy Dalpe	Don Scoble	Linda Buckley	Rebecca Toporek
Jackie Husary			
Maire Fowler			
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Suzanne McNulty	Paul Herrera	Jamaica Thacker	Consen Cheng
Ryan Carney		Barbara Beth	

Recording Secretary: Rachel Damiano

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

Changes to the Agenda for the meeting of June 7, 2007:

- Add "1. Attendance" under "I. Chair's Report"

ii. Agenda for the meeting of June 7, 2007. Approved as amended.

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

- Replace Aitken's first name with his last name. Page 3, bottom.
- Add Hooker to "Members Absent" list.

iii. Minutes from the meeting of May 3, 2007. One abstention. Approved as amended.

iv. Minutes from the meeting of May 17, 2007. Three abstentions. Approved .

v. Public Comment- None

I. Chairs Report

1. Attendance Report

Cortez reminded the Board of the Attendance Report and that they needed to notify secretaries 24 hours in advance if they were not going to be able to attend, unless it's an emergency.

Hooker noted that this is also important with the committee meetings, because an emergency Master Plan meeting was called and then canceled for lack of quorum before quorum could legitimately be determined.

2. Mid-Year Retreat- date, location, topics

Cortez stated that an email would be sent to notifying the Board of detailed information of the Mid-Year Retreat.

3. Computer Lab

Cortez stated that **Dalpe** and herself discussed having a temporary location for the Computer Lab in either T143 or Rosa Parks D as a trial lab, due to the length of the Pyramid I project. She indicated that she would work on a proposal for this item to have a temporary location.

Husary asked when the Board should expect Pyramid I to be completed. **Dalpe** responded that Pyramid I is expected to be complete by next summer. That the project is proving to be more involved and complex as the design engineers finalize their reconstruction plans.

Hooker asked if the rooms suggested were big enough to accommodate the computers. **Cortez** replied that T143 would not accommodate all computers, but added that it was important to begin the program on a smaller scale.

Dalpe suggested that if members were interested in pursuing this option, the Board refer it to the Master Plan Committee and bring it back to the Board with their recommendation.

Motion to refer the temporary location for the Computer Lab to the Master Plan Committee. Moved by Fowler. Seconded by Husary. Five yays. No nays. No abstentions. Motion passed.

II. ECO Students – Kiosk Proposal (I)

Ryan Carney presented the Board with an update on Composting project and future steps of the project that was proposed last March. He stated that they performed a waste audit at the pit and the Board then approved the implementation of Phase I, and they have completed Phase 1 as of current. They found from the waste audit that all of the trash going out to the landfill contained only 18% actual trash, 7% were plastics and 75% were organics that are now being composted at the pit. Phase II is to replace all the plastic food ware with compost-able food ware, Phase III is to provide compost-able bins throughout the Student Center. The ECO Students manned the pilot station in the cafeteria for three weeks and found that it was a great success. The reviewed surveys showed a majority of students would be willing to divert their waste if there was an option. The current obstacle is the plastic food-wares that contaminate the green compost-able bins. The next step is to move into Phases II and III, to perform a waste audit of student

organization offices, a reconfiguration of the loading dock, and to provide new bins for compostable food ware and education.

He stated that a resolution would commit the Student Center into a green building, and recommended that the Board consider a small cost increase for vendors to compensate them for the additional cost of the compostable utensils. He noted that this commitment would help the city reach their diversion goal of 70% by 2010.

McNulty reiterated that the plastics were the biggest issue, and moving the plastics into the compost-able bins would make it a lot easier for students to participate in making the Student Center greener.

Fowler asked what the cost increases would be. **McNulty** replied that they did a survey last year and there was a big discrepancy between the prices, but noted that a lot has changed since then and they were currently working on getting a meeting with the vendors and suppliers to determine what the current cost variances would be. She noted that she was willing to do a survey with the students about a cost increase.

Scoble asked if there would be an advantage to having the foundation vendors involved as well to add leverage. **McNulty** replied that the composting program is currently just in the building because the waste is collected separately.

Cortez stated that her only concern would be the cost and suggested that the survey would be a good idea because the cost does affect the students. She continued that the resolution would need to go through the Vendor Services committee and then back to the Board.

Dalpe stated that he would like the Board to give general acknowledgement of completion of Phase 1 and all the work that the staff and the ECO students and the Vendors Services committee have done.

Fowler stated that the ECO Student have done a good job. **Dalpe** added that it was important to have the building greener and it was good to see the vision is possible.

Motion to refer the preparation of the ECO Students proposal and resolution to the Vendor Services committee. Moved by Fowler. Seconded by Husary. Five yays. No nays. No abstentions. Motion passed.

III. Student Center Dental Plan (A)

Paul Herrera stated that we are currently contracted with Guardian Insurance for our Dental Plan, but their rates have increased significantly over the past few years. He stated that the proposed transfer to Delta Dental was very price competitive because Keenan and Associates, our CSURMA brokers, was able to have us “buy in” with local school districts. He stated that the PPO Delta Dental plan is similar to the Universities plan, but does not have the orthodontic coverage for adults. The proposed plan has a \$2000.00 annual maximum as compared to the \$1500.00 maximum of our current plan, would save the Student Center approximately \$8000.00 per year. Delta Dental would also provide a significant increase in the number of dentists

available to employees, and there is a 99% chance that the current dentists employees have will be covered by Delta Dental.

Dalpe stated that the Human Resources committee did review this and were proposing that the Board go with the \$2000.00 maximum per year, and the total cost at \$20,000.00. There was an additional discussion because some employees may have already paid their \$50.00 deductible with Guardian Insurance and they may have to pay an additional deductible. Should that be the case, the Student Center would be able to cover those costs during the transition.

Motion to approve the recommendation from the Human Resources committee for the Delta Dental Plan. Moved by Fowler. Seconded by Aitken. Five yays. No nays. No abstentions. Motion passed.

IV. Meeting and Events Coordinator Position (A)

Hererra referred the Board to their copy of the updated job description, noting that the title of the Scheduling Coordinator has been replaced with Meeting and Events Coordinator. He stated that there are minor changes, noting that the grayed-out texts were additions, and the stricken-out text were removed from the description. He stated that Human Resources committee approved the changes and was making that recommendation to the Board, and noted that one staff person and two students would essentially staff the Department.

Motion to approve the Meeting and Events Coordinator job description. Moved by Aitken. Seconded by Fowler. Five yays. No nays. No abstentions. Motion passed.

Cortez asked about the hiring for this position. **Dalpe** stated that this process would not be as involved as the Associate and Assistant Director positions and could be commenced immediately.

V. LCL Restaurant and Exhaust Stack (A)

Dalpe noted that only one bid was received for Exhaust Stack and that it was from the successful low bidder for interior restaurant. The bid of \$656,000.00 was proposed even though the contractor was aware of the small capital outlay cap. He stated that the contractor has worked with us to reduce the scope, but the mechanical side of the project is seen as difficult and the Mechanical firm that submitted the original bid refused to put in a bid for a second review and that is why they had to find another Mechanical Firm. The mechanical work alone would cost \$305,000.00. This cost is higher than what the group expected.

Fowler stated that she was unclear if the Exhaust Stack for the interior was a high demand.

Dalpe replied that the stack is designed to provide both an exhaust for the new restaurant and a new exhaust for Asia Express, which was part of the design changes approved by the State Fire Marshall during Asia Expresses recent renovation. The Marshall has temporarily approved reconnecting Asia Express to the existing Exhaust Stack until the new exhaust is constructed.

Aitken suggested putting a non-cooking food service in the proposed location instead.

Dalpe stated that the space was a restaurant type space and could comply with any type of food service, but the Board should consider the overall desirable food mix for the building.

Fowler suggested having a healthy alternative vendor like a Whole Foods.

Hooker asked what the deadline was for on the temporary approval of Asia Express' exhaust stack.

Dalpe replied that there was no stated deadline.

Hooker asked if the Fire Department requested to have a new exhaust stack right now, what is the position of the Student Center.

Dalpe replied that to date the Fire Marshall has been considerate of the delays and complications.

Husary asked if there was not enough money in the budget to pay for the difference in the cost of the stack and the bid and if it would be better to go through Major Capital outlay.

Dalpe stated that the CSU determines if a project is a minor or a major capital outlay. If the project costs more than \$400,000, the CSU wants to be involved.

Scoble clarified that based on **Dalpe's** report, the project would come in above \$400,000.00, making it a major capital outlay and therefore would take a lot longer to complete. **Dalpe** added that when a project becomes a major capital outlay, there is a process of getting on the CSU Master Plan. **Scoble** asked what the time frame was for that. **Dalpe** replied it could take six months to two years.

Fowler stated that it is an issue we have to address and suggested contracting through the vendor. **Dalpe** responded that the project cost is too high for Asia Express to take on and it is a project that is ultimately going to create competition for them.

Cortez suggested moving the project back to the Master Plan committee for a recommendation.

Motion to refer the LCL Restaurant and Exhaust Stack project back to the Master Plan committee. Moved by Fowler. Seconded by Husary.

Discussion

Dalpe reminded the Board that we would need a quick turn around to have work done on the interior with the contractor bid at \$376,000.00. He also mentioned that McDonald had indicated that this would be her last meeting.

Cortez asked if she could hold the Master Plan meeting. **Dalpe** replied in the affirmative and also suggested that any Board member could be elected as the new chair of the Master Plan committee.

Four yays. One nay. No abstentions. Motion passed.

VI. Managing Directors Report

1. West Plaza Project

Dalpe stated that the revised completion date was for July 11, 2007 and it was extended because they found that there was not a completed design for how the mechanical units would sit on roof. The design work was outside of the original bid, and the Change Order came in at \$35,000.00 that they were trying to reduce to \$25,000.00. He advised the contractor to go through with the work to complete installing the steel, and connect the mechanical units. The project has gone well fortunately, with the exception of the 5-month extension. He stated that the original cost for construction management services of \$38,000.00 is now at \$63,000.00 and that there are also additional Architectural Administration fees to cover the additional time. He anticipates that the grand opening will still be held at the beginning of the Fall semester.

2. Pyramid I Amphitheatre- See “computer lab” Above

3. Commencement Day

Dalpe stated that the Commencement day was successful and busy, and he was surprised with the number of people that stayed late and used the services in the Student Center.

4. LCL Restaurant- See (V.) Above

5. Time and Attendance Upgrade

Dalpe stated that since the time clock broke, they were taking this opportunity to convert to a computerized time clock system by Kronos that would cost \$23,000.00 this year and then \$3000.00 a year for maintenance and training. Management had looked at Ceridian and ADP as possible alternatives but found that both would cost more over time.

VII. Committee Reports

1. Master Plan- No Report

2. Community Relations

Cardenas stated that during finals week the Student Center was providing students with free coffee, pencils and blue books, as well as stress relief from the Campus Health Club through massages and one hour of free workout time.

He stated that at the last Community Relations meeting they discussed looking at the responsibilities of students and staff in terms of planning the Mid-Year retreat and indicated that he hopes to continue to structure how the Board participates in events.

3. **Finance-** No Report
4. **Human Resources-** No Report
5. **Rules**

- a. **Arts Acquisition Policy Review**

Husary stated the members of the Rules committee have broken up into groups to efficiently resolve the current issues. She stated that the three groups focus on the finite space, the criteria for taking on arts projects, and the mechanism to address any concerns with any acquisition. She noted that the focus of the policy would be on all art work not just murals, but they would highlight a procedure for the murals. She noted that she was expecting the Policy to be approved by the July 2007 Board meeting.

Barnes acknowledged the committee for doing a lot of work on the document and congratulated **Husary** on her leadership.

Husary invited interested members to the upcoming Rules Committee meetings.

6. **Vendor Services**

- a. **West Alcove Proposals Review** – no report

7. **Arts- Native American Mural Project**

Cardenas Stated that the committee would meet the alternative artists and begin a new process. He indicated that Toby Linwood would not be able to continue his work with the committee as he lives in Oregon.

8. **Arts- Palestinian Mural Project**

Husary stated that on May 21, 2007, GUPS met with President Corrigan and presented him with the new sketch without Handala or the key. President Corrigan indicated that he didn't see a problem with the new sketch as long as the Arts Policy was completed. He expected to see the sketch and the Policy presented to him in order to be approved. She stated that there was an anticipated inauguration on November 2, 2007. She hopes to have the revised rendition approved at the July meeting.

Barnes reminded the Board that they should consider the chair ships in the transition, noting that it would be crucial in making progress with the Native American Arts committee.

9. **Audit-** No Report

VIII. Announcements

Cortez mentioned that an email would be sent out to members for feedback on items to discuss at the Mid-year Retreat. She continued **Barnes'** friendly reminder to keep in mind chair ships and new appointments.

IX. Adjournment

The meeting was adjourned at 11:09 a.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, Student Center Governing Board

Date