



STUDENT CENTER GOVERNING BOARD
2 August 2007

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, August 2, 2007 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>
Lily Cortez	Guy Dalpe	Rebecca Toporek
Jackie Husary	Don Scoble	Nathalie Granados
Hector Cardenas	Kit Bomar	
Derek Aitken	Dr. Linda Buckley	
Isidro Armenta		
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>

Recording Secretary: Rachel Damiano

i. The meeting was called to order by Cortez at 9:39 a.m.

Changes to the agenda for the meeting of August 2, 2007:

- Remove "IV. Computer Lab Ad-Hoc Committee"
- Add "5. Welcome Days" under "I. Chair's Report"
- Add "7. Fundraising Training" under "XII. Managing Director's Report"

ii. Agenda for the meeting of August 2, 2007. Approved as amended.

Changes to the minutes from the meeting of July 12, 2007:

- Correct the spelling from "Scobel" to "Scoble" under the "Members Present." Page 1, top.
- Correct name of Institute to "Institute for Civic & Community Engagement" under "Chair's Report, 1. Mid-year Retreat." Page 2, top.
- Change "No abstentions" to "One abstention" under "II. Vacant at-Large Position (A)" motion. Page 3, top.

iii. Minutes from the meeting of July 12, 2006. Approved as amended.

iv. Public Comment- None

I. Chair's Report

1. Associated Students appointee

Cortez announced that **Isidro Armenta** and **Kevin Macomy** were the new Associated Students appointees.

Armenta stated he was looking forward to working with the Board.

Dalpe welcomed **Armenta** to his second term serving as a Board member noting that he had previously been appointed by Associated Students a number of years ago.

2. Approval of Arts Policy

Cortez announced that the University President approved the Arts Policy, pending minor editing.

3. Approval of Palestinian Mural

Cortez announced that the University President approved the rendition of the proposed Palestinian Mural.

Husary announced that the Palestinian Mural Inauguration was scheduled for November 2, 2007, Edward Siad's birthday.

The Board congratulated the committee on their hard work and success.

4. 2007 Goals Review

Cortez referred the Board to the list of goals to review for the upcoming Mid-year Retreat.

5. Welcome Days

Cortez announced that the Welcome Days, a new University event, would take place on August 23 and 24, 2007 to welcome the freshman class of 2011. She stated that the Student Center would host educational workshops that would feature our programs and services, organize food tastings and provide workshops on the diversity of San Francisco State University. She invited members to stop by granted they have the opportunity, but noted the Board's Mi-year Retreat is on August 24, 2007.

Aitken announced that they were seeking volunteers for the event on Thursday, August 23, 2007.

II. Department of Public Safety Charges (A)

Fowler stated that the University DPS charges of \$112,000.00 to the Student Center had been paid upon the determination of the Finance Committee. She indicated the Finance Committee would draft a letter to the administration pronouncing that we are not happy with the distribution and that the logic of the charges is unacceptable.

Cortez added that herself, **Dalpe** and some AS representatives met with **Dr. Saffold** after discussing the charges and the lack of clarity provided in the packet they received. **Dr. Saffold** stated in the meeting that the charges needed to be paid, but indicated that the charges would be broken down in future years. **Cortez** explained that the Student Center Governing Board budget was frozen, pending the payment of the charges, and were paid for them to function as an organization.

Motion to acknowledge the dispersed funds of \$112,000.00 to the DPS by the Managing Director. Moved by Fowler. Seconded by Husary. Seven yays. No nays. One abstention. Motion passed.

Motion to charge the Finance Committee with continuing the discussion regarding DPS fees. Moved by Fowler. Seconded by Husary. Eight yays. No nays. No abstentions. Motion passed.

III. Fourth Quarter 2006/07 Investment Report (A)

Fowler referred the Boards attention to the charts **Dalpe** provided for the 4th Quarter Investment Report. She noted that the difference in funds invested in the Merrill Lynch and Charles Schwab accounts were that they both had larger percentages in mutual funds due to sways in the market.

She compared Merrill Lynch and Charles Schwab to indexes such as the S & P 500, Nasdaq Composite, Russell 2000, and Dow Jones Industrial. The S & P 500 represented the top 500 performing companies and the Russell 2000 represented a broader overview of the stock market. The Merrill Lynch return was at 5.27% and the Charles Schwab return was at 4.87%, and were good when compared to the indexes.

Because of the investments in Cash & Money, Equities, Mutual Funds and Fixed Income, the Student Center percentages increase and decrease along with the market, but on a lower level. Overall, the portfolio is performing well with the market trends and fluctuations.

Husary noted a very small increase in the Charles Schwab account. **Fowler** replied that Charles Schwab was a safe account, being the reason for the small increase.

Scoble suggested having competing money managers to insure the best performance.

Motion to accept the Fourth Quarter 2006/07 Investment Report. Moved by Fowler. Seconded by Husary. Seven yays. No nays. One abstention. Motion passed.

IV. Elections Ad-Hoc Committee (A)

Cortez announced that an Elections Ad-Hoc Committee needed to be created to update packets.

Motion to appoint Lily Cortez to the Elections Ad-Hoc Committee. Moved by Fowler. Seconded by Husary. Eight yays. No nays. No abstentions. Motion passed.

Motion to appoint Hector Jimenez Cardenas to the Elections Ad-Hoc Committee. Moved by Fowler. Seconded by Morales. Seven yays. No nays. One abstention. Motion passed.

Dalpe thanked the members of the Elections Ad-Hoc Committee for accepting their charge and noted that staff and the Business Office heavily supports the process of updating the packets and preparing for the elections.

V. Committee Chair ships – Open Positions (A)

Cortez opened the floor for committee chair-ships nominations for the Human Resources Committee, the Master Plan Committee, and the Arts Committee- Palestinian Mural Project.

Lily Cortez nominated Maire Fowler to chair the Human Resources Committee. There were no other nominations. Fowler accepted the nomination. Moved by Husary. Seconded by Cardenas. Seven yays. No nays. One abstention. Motion passed.

Derek Aitken nominated Isidro Armenta to chair the Master Plan Committee. There were no other nominations. Armenta accepted the nomination. Moved by Husary. Seconded by Fowler. Seven yays. No nays. One abstention. Motion passed.

Lily Cortez nominated Jackie Husary to chair the Arts Committee- Palestinian Mural Project. There were no other nominations. Husary accepted the nomination. Moved by Fowler. Seconded by Aitken. Seven yays. No nays. One abstention. Motion passed.

VI. Committee Membership – New Members (A)- Tabled

Cortez opened the floor for committee membership nominations.

The Board was not prepared to nominate members.

Cortez requested that Board members be prepared by the next meeting to nominate committee members.

VII. Managing Directors Report

1. West Plaza Project

Dalpe reported that the project was 98% complete and had received conditional occupancy from the State Fire Marshall. He added that unconditional occupancy for each space would be received once Bark N' Bun and Carmelina La Petite had successfully installed their kitchen

equipment, and indicated that the contractor would continue to finish minor details to the exterior of the space over the next few weeks.

2. Pyramid I Amphitheatre

Dalpe reported that staff was working closely with the designing engineers, Allana, Buick and Bers. The firm has completed the project drawings and specifications and forwarded them to the Center and University Capital Planning for final review. He indicated the plans should provide confirmation for both option of applying a topical coating and removing the seating and that comparison bids for the options should be received from bidders in the near future.

Husary asked about the cost for the Pyramid I project. **Dalpe** replied that the estimate for the removal and replacement of the seating was at approximately \$1.6 million.

Husary asked about the cost of the Computer Lab project. **Dalpe** replied that it was a separate project, and for the interior space the estimate was at \$88,000.00.

3. Associate Director of Business and Finance

Dalpe reported that the selection team had prepared a short list of candidates for second interviews, and that after conducting the interviews he had made an offer to **Nathan Curtis**. After review and discussion, **Curtis** has decided to pursue his opportunities with the Student Union at California State East Bay. The other candidate, **Byron Kamp** had removed his name from consideration. **Dalpe** indicated that he would work with staff to review the options for moving forward.

4. Marketing Promotion – Plasma Screens

Dalpe reported that the marketing and promotion program using plasma screens on the Plaza level is gearing up for its complete introduction in the Fall semester, noting that staff has been successful running advertisements on the screens during orientation this summer. He affirmed that it should prove to be an exciting and flexible marketing tool for both the Student Center and building event planners for the foreseeable future.

5. Accounting and Administration Offices Renovation

Dalpe reported that the Accounting and Administration staffs were in the middle of their much-anticipated renovation, noting that the Administration Office has already moved to Rosa Parks D, E, and F and will remain in these temporary locations until the target completion date of August 22, 2007.

6. Computer Lab

Dalpe reported that they were in the process of working with designer, Jean Mathisen of RMA, and Francine Shakir to begin the layout and furniture selections for T-143. He noted that the In-House candidate for selecting the computers and preparing the necessary data links for the lab had accepted a position else where, so they were in search for someone new to take on the charge.

7. Fundraising Training

Dalpe reported that **Katherine Day** was working with **Aimee Barnes** to create a fundraising program for the ROMC, noting that she had been successful committing Wells Fargo to sponsor three Malcolm X Plaza events, put on by the Student Center, in the amount of \$800.00 per event. He added that she submitted a Letter of Intent to the San Francisco Foundation which supports library programs, and received a letter back from them indicating that the ROMC library was being considered for funding upon the provision that the Student Center provided additional information.

He commented on the importance of active Board member support, requesting that members go through the in-house trainings that **Day** will be presenting.

VIII. Committee Reports

1. Community Relations

a. Palestinian Mural Premier

Cardenas reported that the Community Relations committee would reconvene as the members were back and would begin planning the Palestinian Mural Premier early, along with other yearly events he has discussed with **Barnes**.

b. Welcome Back Week

Cardenas reported that at the Mid-year Retreat himself and **Barnes** would present a plan for how the ROMC would work along with the Community Relations committee and the Publicity Department to plan events, such as their participation in the Welcome Back Week.

2. Finance

a. Chairs Report

Fowler invited members to attend the next Finance committee meeting to assist in drafting the letter to administration.

For more information refer to, "III. Fourth Quarter 2006/07 Investment Report (A)."

3. Vendor Services

a. Soul Food RFP

Neha Shah, Soul Food project consultant, reported that advertising for the space was placed in 20 publications and over 100 locations, black business and places of worship, noting that over 40 people have inquired about the space, six of which actually picked up an RFP. She invited members to contact her with any ideas or questions regarding the project.

b. Natural Sensations Soup Request

Dalpe reported that Natural Sensations had made a request to add soup to their menu. He stated that this request has been received and denied by the Board in the past and so the Vendor Services committee made the determination to deny the request after review.

Fowler asked why the request was denied.

Morales replied that the committee felt that the request did not fit into their original contract to provide natural foods, noting that their facility was not equipped to provide hot soups. She added that they discussed partnering with the Gold Coast Grill, but this was also not in their original agreement, and frozen soup was not an option as it was not fresh.

c. Vendor Compliance

All vendors are in full compliance.

IX. Announcements- None

X. Adjournment

The meeting was adjourned at 10:35 a.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, Student Center Governing Board

Date