



**STUDENT CENTER GOVERNING BOARD**  
**November 15, 2007**

The Student Center Governing Board at San Francisco State University held a **informal meeting on Thursday, November 15, 2007 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>	
Lily Cortez	Isidro Armenta	Derek Aitken	Will Flowers
Kit Bomar	Linda Buckley	Don Scoble	Rebecca Toporek
Guy Dalpe	Sharef Al Najjar	Joicy Serrano	
Maire Fowler	Jackie Husary		
Nathalie Grandos	Kevin Mikami		
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Edina Bajraktarevic		Erin Haywood	Oswaldo Garcia

Recording Secretary: Natalie Christou

**Due to lack of quorum an informal meeting of updates on agenda items that did not require Board action started at 9:45 a.m.**

**iv. Public Comment**

**Oswaldo Garcia** announced that he was helping organize an event about global warming awareness called Focus the Nation, which would be held January 30-31, the first week of the semester. He stated that there would be a national webcast of the event, and added that administration is giving a lot of support towards this event. He informed the committee that he had made a reservation for Jack Adams Hall but the use of the gym had become a possibility for this event, and he asked if a trade could be made for the Kinesiology Dept to use Jack Adams Hall for a few classes instead of the gymnasium so that preparations could be made in the gym in advance. He asked if the Student Center would like to help with publicity and banners for the event. He added that he would like to speak at the next Governing Board meeting, as this is an important and fun event.

**Granados** asked if he had opened communications with student organizations within the Student Center.

**Garcia** stated that he'd had some communications, and that the bulk of the information about this event would be up later today on the Geo-Sciences and Natural Sciences SFSU websites.

## **I. Chair's Report**

### **1. Annual Retreat**

**Cortez** stated that an e-mail would be going out soon addressing the annual retreat. She informed the committee that it would be held at the end of January, before the next school semester begins. She encouraged members to contact her with any ideas they wished to discuss at the retreat.

**Cortez** also summarized her experience at a Women's Leadership retreat she had attended, stating that it had been a wonderful and positive experience. She noted that it was sponsored through PSI (People Synergistically Involved), and added that they also have a men's leadership seminar.

### **2. Department of Public Safety**

**Fowler** stated that she had been contacted by Dr. Saffold, who would like to set up a meeting with the Finance Committee as soon as possible. She announced that she would send out an e-mail to the Finance Committee members with possible dates and to meet.

## **II. PIC Annual Luau Event Charges (A)- No discussion**

## **III. Position of Associate Director of Business and Finance- No discussion**

## **IV. Soul Food Proposals/RFC Process**

**Granados** stated that since the tastings were going to be held within the next week she would like to discuss this item informally.

*Bajraktarevic entered 9:58 a.m.*

**Granados** announced that four proposals had been received for the Soul Food project, of which two were disqualified. She gave the floor to **Bajraktarevic** to explain the process.

**Bajraktarevic** referred the committee to her PowerPoint presentation and the packets she had distributed to them previously. She informed the members that this presentation was an overview of the Soul Food project. She began by explaining the timeline, noting that outreach had been done May through August of 2007, an offerors meeting had been held on September 4, 2007, and from that process four proposals had been received; Feel Real Soul Food, De La Soul, Two Jacks, and Jessie's Hot House. She continued, stating that a preliminary review had been conducted, resulting in the disqualification of De La Soul due to their lack of response to a request for additional information needed to complete their proposal. In a separate action, Feel Real Soul Food requested that their proposal be removed from consideration. She explained how the detailed evaluations of the remaining two proposals were conducted, as follows: In the pass

or fail category which included financial position, statement of corporate social responsibility, reference appraisals, and offeror information sheet, both of the proposals passed. In the Responsibility of the Offeror category, Two Jacks scored a 15 and Jessie's Hot House scored a 10, both out of 30 possible points. In the Detailed Financial Performance Projections category, Two Jacks scored a 28 and Jessie's Hot House scored a 66, both out of 100 possible points. In the Menu and Promotions category, Two Jacks scored an 11 and Jessie's Hot House scored a 28, both out of 30 possible points. She continued with the Personnel/Hiring category, where Two Jacks scored a 4 and Jessie's Hot House scored a 17, both out of 30 possible points. **Bajraktarevic** reported that the totals came to Two Jacks scoring 60/250 and Jessie's Hot House scoring 146/250. She noted that the committee was proposing to invite that both offerors to the tasting portion of the evaluation process, which would be open to the public. She emphasized that the proposal with the highest points score does not necessarily make it the one that management recommends to the Governing Board, and she added that the Governing Board has the final decision on the matter of awarding the bid.

**Dalpe** added that despite the apparent variance in points scored, both offers had strong potential for providing the requested service and both had extensive food service experience. He added that the main reason neither offerer came close to the 200 mark is because this is a new location and the Student Center just finished the complete build out of the space and the equipment layout. For existing spaces the responsibility of design and layout and construction become the responsibility of the offeror.

**Husary** asked what the scores of the current Student Center vendors had been.

**Dalpe** stated that past scores were not readily available. He noted that such a comparison would be inappropriate due to the many differences inherent in each specific proposal request.

**Bajraktarevic** emphasized that management was very motivated to get the operator in by the Spring '08 semester, as the location had been completed in June and the Student Center wanted to see a return on those dollars. She stated that they would like to move forward in about 3 weeks, which will give ample time to see the vendor presentations and have negotiations with whichever vendor was chosen in January.

**Husary** asked what exactly the Governing Board had to decide upon in this matter.

**Dalpe** replied that after the tasting phase the Board makes the final decision as to which operator they will direct management to approach first for negotiations, or if none of the offers are acceptable, to advise management to restart the request for process.

**Bomar** asked when the tastings would begin.

**Bajraktarevic** replied that they would be held on Friday, December 7, 2007.

**Dalpe** distributed copies of a letter he received from the Department of Africana Studies.

**Erin Haywood** asked if either of the two restaurants being considered were black owned.

**Dalpe** replied that yes, they both were. He informed the committee that **Dorothy Tsuruta** had been complaining that the black community was not represented on this board, and Dalpe had explained to her that the members are voted upon by the campus and they cannot be changed out for any specific agenda item that certain campus interests feel is appropriate at the time.

**Armenta** asked if the black community would be invited to the tastings.

**Cortez** pointed out that this project has had a long process, spanning years, and that there had been people from the black community, students and staff alike, representing their community all through this project. She emphasized that outreach had been thoroughly performed, and stated that the committees could not force people to attend the meetings.

**Granados** expressed her opinion that to say that we have done nothing to draw attention to this project is totally incorrect and completely disrespectful of all who have spent so many hours and so much energy to outreach to the entire campus community to promote involvement in the process. She informed the committee that **Tsuruta** had asked to meet with her privately, and that she rejected the idea due to the fact that she does not make decisions on her own, that she works with and for her committee and the Board.

**Dalpe** stated that the next step of the process will be to ask the offerors to come to the campus and present their products. He announced that the tastings would be an hour and a half long each, with 40 minutes taken up by the Governing Board members to allow the members to question the operators and evaluate them, after which the tastings would be open to the public and everyone who comes into the room will be given an evaluation sheet.

**Haywood** acknowledged that **Granados** had been doing plenty of outreach and that she would do her part in getting black students to attend the tastings and in supporting the committee.

**V. Proposal Submission to the SF Foundation- No discussion**

**VI. Committee Membership- Arts Committee- Native American Mural Project- No discussion**

**VII. Closed Session- Evaluation and Compensation- No discussion**

**VIII. Managing Director's Report- No discussion**

1. Academic Qualifications
2. Assistant Director Facilities & Maintenance
3. LCL Restaurant Build Out
4. Computer Lab
5. Pyramid I Amphitheatre

6. Marketing Promotion- Plasma Screens
7. CSURMA- “Putting the Pieces Together”
8. 2006/2007 Audited Financial Statements

**IX. Committee Reports- No discussion**

1. Community Relations
2. Elections
3. Finance
4. Human Resources
5. Vendor Services
6. Master Plan
7. Rules

**X. Announcements- None**

**XI. Adjournment**

The meeting was adjourned at 10:36 a.m.

Respectfully Submitted,

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Guy Dalpe, Executive Secretary, Student Center Governing Board

Date