



STUDENT CENTER GOVERNING BOARD
December 6, 2007

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, December 6, 2007 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>	
Derek Aitken	Lily Cortez	Maire Fowler	
Isidro Armenta	Guy Dalpe		
Kit Bomar	Dr. Will Flower		
Dr. Linda Buckley	Nathalie Granados		
Joicy Serrano	Jackie Husary		
Don Scoble	Kevin Mikami		
Rebecca Toporek	Sharef Al-Najjar		
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Aimee Barnes	Paul Herrera	Mark Randolph	Jamie Lindsay
		Sarah Wongking	

Recording Secretary: Lori Hostetter

i. The meeting was called to order by Cortez at 9: 31 a.m.

Changes to the agenda for the meeting of December 6, 2007:

- Add “IX. Wage Salary Increase 07-08”
- Change “ii. November 15” to “December 6”

ii. Agenda for the meeting of December 6, 2007. Approved as amended.

iii. Minutes from the meeting of October 4, 2007. Approved.

iv. Public Comment

Dalpe announced that the Soul Food Tasting Event for the Board will be held tomorrow, Friday, at 9:00 a.m. for the first bidder and at 11:00 a.m. for the second bidder. Once the Board completes it’s review of each bid presenter, the tasting will open to the public.

Mark Randolph gave presentation to create a mural for Aung San Suu Kyi. He handed out a formal report to the Board. He stated that the campus has four student groups supporting this mural idea and over 500 signatures in support of the creation of this mural. He stated that he

wanted the mural to recognize women in politics, and specifically Anug San Suu Kyi's efforts and protests in Burma. He added that this project has the support of both students and faculty.

I. Chair's Report

Cortez announced that the President has appointed Don Scoble as the staff representative. This leaves the alumni representative position vacant.

A brief discussion ensued regarding the filling of this vacant director position.

1. Annual Retreat

Cortez stated that the Annual Retreat would be held the January 25th and 26th at the Pajaro Dunes Resort in Monterey Bay. She encouraged members to email the secretary with any agenda items they would like to see discussed at the retreat.

2. USHLI Conference

Cortez announced that the conference will be held in Chicago during the weekend of Valentines day. She added that funding is available to send up to three members, but those interested to register before 3 p.m.

II. AO-COMP Dissolution (A)

Dalpe presented members with the AO-COMP resolution for dissolution. He explained that this program provides workers compensation benefits for auxiliaries. He added that recent state statues now make it possible for the auxiliaries to more closely align with the CSU CSURMA program for workers compensation and that this provides for better efficiencies and administrative cost reductions for the auxiliaries. As such a new non-profit corporation has been created known as AORMA that replaces AO-COMP. For the dissolution process to be successful, it requires the Board of each participating auxiliary to approve the corporation Board's resolution to dissolve.

Motion to approve to adopt the AO-Comp Dissolution.

Moved by Scoble. Seconded by Armenta. 1 Absention. Motion Passed.

III. PIC Annual Luau Event Charges (A)

Jamie Lindsay and **Sara Wongking** from the Pacific Islanders club announced that the 2nd week of November was their annual Luau event. They stated that the event was well attended but after the cost of use of the Jack Adams, their expense for the event went over budget. They added that due to this, they would like the Board to consider a waiver for their fee.

Aitken asked if the Student Center adopted a policy for only one fee waiver per year because this club always asks for the cost of two events to be waived; the Luau and their graduation event.

Sara Wongking stated that this year their club grew and that was not something that they expected, but it did have an impact on their budget.

Armenta asked if the fees could be waived.

Dalpe stated that limited funds are available for the over-time hours for the support staff and those funds would come out of salary and wages for the over-time budgeted for this year.

Toporek asked if there was a fee for the attendees of this event and asked if that was budgeted for the event.

Sara Wongking stated that the fee for attendees is based on what services they get which include the food and the show. She added that they charge \$10 for students and \$20 for general admission and children 6 and under are free.

Armenta asked if anything else was owed for this event.

Sara stated that everything else was paid for including insurance for the use of Jack Adams Hall.

Dalpe clarified that the \$900 charge was for staffing costs and building costs, since this was an after hours event. He added that the Student Center does not charge for the use of room for student organizations.

Scoble clarified to the Board that they are asking to have the extra cost for the staff and building operations waived.

Motion to approve to waive the Luau after hours cost of \$992.50. Moved by Husary. Seconded by Serrano. 6 yays. 4 nays. 1 abstention. Motion passed.

IV. Position of Associate Director of Business and Finance

Dalpe summarized that the Center had gone out to search twice, before making an offer to one of the candidates. Unfortunately, after extensive consideration the candidates determined that they would remain with their existing employer. He added that there are in-house staff who would make very viable candidates for this position and suggested that the Board move to an internal hiring process for this position.

Armenta stated that this position has been vacant for years and that it needed to be filled as soon as possible.

Motion to approve an internal hiring process for the position of Associate Director of Business and Finance. Moved by Aitken. Seconded by Armenta. Motion passed by consensus.

V. Annual Election Results (A)

Motion to approve the SCGB election results. Moved by Husary. Seconded by Al-Najjar. Motion passed by consensus.

VI. Proposal Submission to the San Francisco Foundation

Dalpe explained that part of function of the ROMC is to find funds to support its programs and **Katherine Day** has been working as a consultant for developing a fundraising program. He added that the proposal she submitted to the SF Foundation received positive feedback but one of the things that is required, is that the Board of the requesting organizations is aware of the proposal, which means that the Board needs to acknowledge the proposal.

Motion to approve that the SCGB acknowledges and authorizes the submission of a proposal in the amount of 20,000 to the SF Foundation. Moved by Husary. Seconded by Toporek.

Motion passed by consensus.

VII. Committee Membership –

1. Arts Committee – Native American Mural Project (A)

Motion to approve Jackie Husary as a new member.

Motion passed by consensus.

Motion to approve Alberto Olivas as a staff representative.

Motion passed by consensus.

The Board moved to a closed session beginning at 10:26 a.m.

VIII. Closed Session- Evaluation and Compensation

The Board ended the closed session at 11:48 a.m.

IX. Wage and Salary increase 07-08

Motion to approve the salary wage adjustments for 07-08.

Paul Herrera presented the management's proposed breakdown for CSU comparable salary increases for the current year. He also summarized the management recommendation of an increase of 2.4% for student positions, noting that this would keep the center in compliance with the SF wage increase. He stated that this increase would bring the minimum salary to \$9.36 for Class I, step I, and that each class and step would be adjusted accordingly. He also noted that the positions covered by the local union have already been agreed upon and the increase was given in August of 2007. He added that this recommendation would be retroactive to July 2007. *See attached handout.*

Motion to approve management's wage adjustment proposal as presented. Moved by Aitken. Seconded by Husary.

Motion passed.

X. Managing Director's Report

1. Pyramid I Amphitheatre

Dalpe stated that management continues to work with capital planning for the CSU 08-09 fiscal year and that the project addresses a worsening water infiltrating condition that requires the roof to be repaired under the amphitheatre seating, however the rainy season must end before the repair can begin.

2. Assistant Director Facilities & Maint.

Dalpe stated that human resources has advertised the position and so far, 20 applications have been received.

3. LCL Restaurant build-out

Dalpe stated that he received the approval for the release of funds for this project. He added that the center will be working with capital planning for providing construction management services, they expect to start in December/ January to complete the first component of this project. The anticipation construction timeline is six months. He stated that the final step will be the completion of the separate project for construction of the exhaust stack. He noted that the exhaust project requires major capital outlay approval from the CSU and that the projected completion would be 2-3 years.

4. Computer Lab

Dalpe stated that the release of funds for the computer lab equipment and furnishings has been done and currently they are developing a program with the Library to run and staff the lab, which would mean that the Student Center would still oversee the program with the university taking on the day to day operation and decision making.

5. ACUI Region 15 Conference

Dalpe stated that four staff members attended the conference and were very excited about what they learned about what other Student Center's are doing. He added that they would like to work on a strategic plan for the next five years.

6. Marketing Promotion- Plasma Screens

Dalpe stated that the dry run ads are up and running and that staff is working to finalize the programs policies and procedures that would let student organizations promote their activities on the screens for the next semester.

7. CSURMA – “Putting the Pieces Together”

Dalpe stated that Paul Herrera and he participated in the conference which was centered around risk management for operations programs and services, and both liability and worker's compensations insurance programs.

XI. Committee Reports

1. Community Relations

a. Palestinian Mural Inauguration

Al-Najjar stated that the event was very successful and that currently he is trying to put the recording of the event onto DVD. He stated that he came back from an international Palestinian conference in France where he showed a few clips of the event and everyone was very moved by the support and dedication for the mural.

2. Human Resources

a. Chair's Report

Cortez stated that they are working on evaluations.

3. Finance

a. Chair's Report

No report- the Chair is absent.

4. Rules

a. Room Reservation Handbook

Husary stated that she had no report, but that the Rule Committee was meeting tomorrow.

5. Vendor Services

a. Customer Comments

Granados reported no comments. She reminded the Board to attend tomorrow's Soul Food Tasting, beginning around 9:00 a.m. in Rosa Parks.

b. Vendor Compliance

Granados reported that all vendors were in compliance.

c. Annual Survey

Granados stated that they are still tallying the survey.

6. Master Plan

a. Chair's Report

Armenta stated that aside from the current projects, the committee is looking at the strategic plan for the retreat. He added that they are trying to contact the University Master Plan coordinators so at the retreat, there will be baseline to work from.

7. Arts Committee- Native American Mural Project

a. Chair's Report

Serrano stated that because the last meeting didn't make quorum, she is in the process of making a list of current members and looking for a new artist to start developing this project.

XII. Announcements

Serrano announced that Friday, December 14 at 7:00 p.m. in Oakland there would be a fundraising event called SNAG to auction off art pieces. She added she would contact the Board with more information.

XIII. Adjournment

The meeting was adjourned at 12: 14 p.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, Student Center Governing Board

Date