



STUDENT CENTER GOVERNING BOARD
July 9, 2009

The Student Center Governing Board at San Francisco State University held a **meeting on Thursday July 9, 2009, 9:30 a.m. in the Delmy Rodriguez Conference Room.**

<u>Members Present</u>		<u>Members Absent</u>
Guy Dalpe	Raul Amaya	Paloma Dudum-Maya
Kit Bomar	Dr. Will Flowers	Sam Brown
Derek Aitken	Don Scoble	Dr. Linda Buckley
Dr. Rebecca Toporek	Tyler Cornfield	
Travis Northup	Chris Gillespie	

<u>Support Staff/Consultants/Presenters</u>	<u>Guests</u>
Edina Bajraktarevic Neha Shah	Joey Greenwell
	Travis Northup Chris Gillespie

Minutes Prepared By: S. Bolton

- i. The meeting was called to order by Amaya at 9: 38 a.m.**
- ii. The agenda for the meeting of July 9, 2009. Approved by consensus.**
- iii. The minutes from the meeting of June 4, 2009. Approved by consensus.**
- iv. Public Comment- None**

I. Chair’s Report

1. ASI Appointees

Dalpe introduced the two new appointees from ASI **Travis Northup** and **Chris Gillespie**. **Raul Amaya** was also returning for a second term, as indicated by the letter that ASI president Natalie Franklin wrote to the Board.

2. Mid-Year Retreat

Dalpe announced that the Mid-Year Retreat would be hosted at Tiburon Lodge on August 21st.

II. Vacant Director Position (A)

Dalpe indicated that the Student Center received 8 applications for the vacant Director Position, of which only 5 qualified.

The Board voted by ballot and elected Sokhom Mao to fill the open position.

III. Committee Chairships – Executive, Finance, OSPLD Advisory

Dalpe stated that there were a number of committees, which were in need of chairs. The chairships of these committees were open to anyone who was a voting member.

a. Nominations were open for the chair of the Finance Committee.

Cornfield nominated **Brown** for chair ship of the Finance Committee.

Brown had expressed his acceptance of the position if he was nominated.

There were no other nominations for this position.

Motion to approve Sam Brown as the Finance Committee Chair.

Moved by Cornfield. Seconded by Aitken.

1 abstention

Motion passed.

b. Nominations were open for the OSPLD/ Lead Advisory Committee Rep

Aitken nominated **Northup** for the OSPLD/ Lead Advisory Committee Representative.

Northup accepted the nomination.

There were no other nominations for this position.

Motion to approve Travis Northup as the OSPLD/ Lead Advisory Committee Representative.

Moved by Aitken. Seconded by Scoble.

Motion passed.

c. Nominations were open for the chair ship of the Executive Committee

Aitken nominated **Mao** for chair ship of the Executive Committee.

Mao accepted the nomination.

Mendez nominated **Brown** for chair ship of the Executive Committee.

Brown had expressed his acceptance of the position if he was nominated.

Northup nominated **Amaya** for chair ship of the Executive Committee.

Amaya accepted the nomination.

There were no other nominations for chair.

The Board voted by ballot.

Motion to approve Raul Amaya as the Executive Chair of the Governing Board.

Moved by Northup. Seconded by Scoble.

Motion passed.

d. Nominations were open for the chair ship of the Vendor Services Committee.

Aitken nominated **Mao** for the Chair ship of the Vendor Services Committee.

Mao accepted the nomination.

There were no other nominations.

Motion to approve Sokhom Mao as the Chair of the Vendor Services Committee.

Moved by Cornfield. Seconded by Scoble.

Motion passed.

e. Nominations were open for the chair ship of the Community Relations Committee.

Mendez nominated **Cornfield** for chair ship of Community Relations Committee.

Cornfield accepted the nomination.

There were no other nominations.

Motion to approve Tyler Cornfield for chair ship of Community Relations Committee.

Moved by Mendez. Seconded by Scoble.

Motion passed.

IV. Third Quarter 08/09 Investment Report

Bajraktarevic indicated that the investment report pertained to the 3rd Quarter, which was from January 2009 to March 2009. The two major investment accounts are Merrill Lynch and the local investment firm Charles Schwab. **Bajraktarevic** indicated that it was a turbulent quarter for Student Center investments, as the economy had not completely recovered. The Student Center's portfolio dropped 5.51 percent from the last quarter. In terms of the investment's future, **Bajraktarevic** said, it was essential to invest in long-term projects. Due to the economic instability, the portfolio managers were being conservative and there was not much movement in the accounts. She clarified, that during the 4th Quarter investments had improved, but continued to be in the negative.

Scoble stated that he would like to have the portfolio managers present to the board.

Motion to adopt the 3rd Quarter Investment Report.

Moved by Toporek. Seconded by Northup.

Motion passes.

V. Third Quarter 08/09 Financial Report

Bajraktarevic stated that in terms of the revenue side, Food Services did better than projected. The interest component of the Student Center budget continued to go through the worst year for the Student Center because of the economic instability, though the Board will see some recovery in the 4th Quarter. In lease and scheduling services department, the Student Center has seen more revenue because of the new events taking place in the Student Center. Regarding expenses, **Bajraktarevic** said, that the Student Center was still seeing substantial savings since joining Calpers. Other expenses include the DPS charge which has been decreased, also the utilities bill from the University that as of the 3rd Quarter had not been received but has since been received and paid.

Toporek asked if the Student center had received the formula that was used to calculate a DPS charge.

Bajraktarevic responded that the Student Center has yet to receive an explanation of the used formula.

Aitken inquired if there was a plan B, since the budget was not going to meet the revenue expected.

Bajraktarevic explained that the year referred to in the 3rd quarter report had since ended, which would not allow for any changes. However, in the upcoming year the Student Center will see reductions in various departments.

Bomar pointed out that if the Students Center's investments continue to play an important part on budget, it may be best if the Board would hear from the portfolio mangers.

Motion to adopt 3rd Quarter Financial Report.

**Moved by Mao. Seconded by Scoble.
Motion passed.**

VI. OrgSync Computer System and LEAD Program – Joey Greenwell

Greenwell indicated that OSPLD department was going through a transition that included name change and change of space. OSPLD changed its name to Leadership Engagement Action Development or Lead. **Greenwell** spoke regarding Orgsync, which is a successful online community to register organizations and inform organizations. The program registers organizations and provides other tools to which help manage the organizations. This program would allow LEAD to have different interactions with students other than paperwork.

The cost of this program is \$10,000 a year, \$2000 dollars for each partner. Every year after that is \$8500. The extra \$1500 for the first year would be allocated to upload paper work and train students with 3 day turn over.

Barnes asked if it would it help streamline the room reservations.

Greenwell stated that the online forms will help streamline room reservations but clarified that there could be some difficult in trying to work different departments.

Dalpe clarified that what was being requested was \$2000.00 to start up the program system.

Motion to approve spending \$2000 for Orgsync in association with LEAD.

Moved by Travis. Seconded Gillispie.

Motion passed.

VII. Closed Session

Entered Closed Session 10:38 a.m.

Closed Session Ended 11:05 a.m.

VIII. Committee Reports

o **Master Plan – No Report**

o **Rules**

Cornfield indicated that the committee, after successfully completing the Video and Audio Recording Policy, would start working on the Reservation Policy Handbook.

- **Human Resources**

Mendez reported that the Human resources committee was beginning the search of a new Human Resources Manager.

- **Arts- Native American Mural**

Proposals Received

Mendez indicated that the committee had received 25 murals and was in the process of choosing an artist.

- **Community Relations -No Report**

- **Finance – No Report**

- **Vendor Services – No Report**

- **University Committee on Sustainability- No Report**

- **Student Fee Advisory Committee- No Report**

- **OSPLD Advisory Committee- No Report**

IX. Managing Director’s Report

1. Budget Approval

Dalpe confirmed that a letter confirming approval of Budget was received but all is tentative as the California Budget has yet to be resolved.

2. Search Committee- Human Resources Position

See Human Resources Report.

3. Purchasing Procedure Change

Dalpe stated that the Student Center is working with University Staff to enable Purchase orders into the system.

4. University Lease

Dalpe indicated that the Student Center's 5-Year lease expired on June 30. He said that the Student Center was working on a proposal to get a 90-day extension before proposal of a new lease begin.

5. Pyramid Amphitheatre

Dalpe mentioned that the completion date would be October 25.

6. Computer Lab Operation Agreement

Dalpe stated that the Student Center and the Bookstore were reviewing the contract to maintain the Computer Lab open and run by the bookstore.

7. Referendum Marketing- cost

Dalpe explained that the total cost of marketing and staff for the Referendum was estimated to be \$20,000.

8. Recreation and Wellness Partnership Development Meetings

Dalpe reminded the Board that the student position was still open for the Recreation and Wellness Partnership Development meetings.

X. Announcements-None

XI. Adjournment

The meeting was adjourned at 12:09 p.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary

Date