



**CESAR CHAVEZ
STUDENT CENTER**
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STUDENT CENTER GOVERNING BOARD
May 1, 2008

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, May 1, 2008 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>	
John Saadeh	Guy Dalpe	Derek Aitken	Kit Bomar
Sharef Al Najjar	Will Flowers	Sam Brown	Lily Cortez
Jackie Husary	Kevin Mikami	Nathalie Granados	
Joicy Serrano	Don Scoble		
Rebecca Toporek			
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Edina Bajraktarevic	Eleanor Callado	Sozit Mohamed	Ramsey El-Qare

Recording Secretary: Lori Hostetter
Minutes Prepared By: Natalie Christou

- i. The meeting was called to order by Saadeh at 9:45 a.m.**
- ii. Agenda for the meeting of May 1, 2008. Approved as amended.**
 - Add “WASC Accreditation Review” as item I-3.
- iii. Minutes from the meeting of April 3, 2008. Approved.**
- iv. Minutes from the meeting of April 24, 2008. Tabled.**
- v. Public Comment- none.**

Serrano entered at 9:47 a.m.

- I. Chair’s Report**
 - 1. Native American Mural Project Report- tabled.**
 - 2. DPS Charges**

Dalpe reported that the Student Center had not received official statement from AS or the Bookstore regarding invoices, and stated that a second letter would be sent to them regarding

their payments. He added that the first letter that had been sent to them had expressed a desire for the payments to be received within 21 days of the notice.

3. WASC Accreditation Review

Buckley reported that SFSU was being re-accredited by the Western Association of School and Colleges (WASC). She stated that WASC looked at the quality of a university, which was a five-year process, and SFSU needs to have WASC accreditation for students to receive federal financial aid and for student transcripts to go outside of the university for other educational programs, such as masters programs. She informed the board that the WASC process had started this year, and the university had picked three things to focus on. She reported that student and faculty surveys had been administered, focusing on the question: “what has your experience been?” for the students, including student living and activities, and asking the faculty what they thought the student experience had been. **Buckley** continued, stating that the analysis showed that the SFSU student population was very interested in social justice and diversity and consider themselves a very diverse community, but it also showed that faculty-student interaction did not rank very high on the SFSU campus and that freshman did not feel as challenged in their first year as compared to freshmen in other universities. The survey also suggested that the campus would have two factions, a group of traditional students and a group of non-traditional students. She reported that the three themes that the university wanted to focus on would be the changing university population and demographic; student success, including graduation and retention rates; and social justice and equity, as it is the core signature value of the university. **Buckley** stated that over the next few years of the WASC review there would be two big reviews and those three themes would be a part of those reviews. She indicated that there would be a sub-committee for each theme and that student involvement would be needed for the process. She asked the student board members for names of students who would be interested in serving on those committees and to have those interested contact her. She mentioned that the committees would probably meet every other week for a year, generally on Friday mornings, and that there would be working groups in which data would be analyzed and processed.

Husary clarified that these would be university ad hoc committees.

Buckley agreed, and added that there would be faculty, administration, and staff on all committees as well as the students.

Scoble asked when the actual accreditation would be reinstated.

Buckley replied that the re-accreditation would occur in 2011, and stated that this coming October the proposal was due, and then in the fall of 2010 and spring of 2011 members of WASC would come out to review the university.

Al-Najjar asked if the student-faculty interaction theme would be focused on in class interactions, or all over the university, including staff interaction.

Buckley stated that WASC would look at entire university during their first visit, and the second visit would focus on student learning.

El-Qare entered at 10:00 a.m. and exited with Al-Najjar at 10:00 a.m.

Toporek asked if the interaction between faculty and grad students would be looked at.

Buckley agreed that it would be.

Toporek asked if grad students would be welcomed on the committees.

Buckley replied in the affirmative.

El-Qare and Al-Najjar entered at 10:03 a.m.

Bajraktarevic asked if the surveys were available to review.

Buckley informed the board that the surveys were public information, and stated that she would bring the data for the board to review.

Mikami suggested making a presentation to the AS board as the new officers are in.

Dalpe suggested getting word out to all of the student organizations in the Student Center and contacting Paul Herrera, the HR manager.

II. Ad-Hoc Committee for Strategic Plan (A)

Dalpe noted that at the annual retreat in January the board had discussed the need for a strategic plan for the Student Center, and interest in pursuing this committee had been expressed. He asked if there was anyone who would be interested in participating on the committee.

Husary asked if this would be an ad hoc committee like the Rules committee or more like the Mural Arts committees?

Dalpe stated that it would be similar to the Rules committee. He added that it would need a chair, and they would be responsible for developing a 10-year strategic plan for the Student Center.

Flowers asked what the difference between Strategic Plan and Master Plan would be.

Dalpe replied that the difference was that the Strategic Plan would look at the organization as a whole and what we want it to look like in the future. All core elements are reviewed (main objectives, services, staffing, etc.) as are the major environmental impacts internal and external on the organization. The Master Plan focuses mainly on the physical plan and layout of the building, and as such becomes a component of the strategic plan.

Toporek, Buckley, Husary, and Serrano voiced their interest at being included on the committee.

Toporek asked who should be on the committee.

Dalpe noted that board members should be on the committee and that there would be a modest support staff to help guide and assist in the process. He suggested bringing this item up at the next meeting to include more members.

III. Committee Chairship- Human Resources (A)- tabled.

IV. Second Reading 2008/2009 Budget (A)

Bajraktarevic stated that the 2nd reading was to review the changes that the committee had identified in the first reading. She drew the members' attention to the Student Center proposed budget sheet, on page 10 of the budget packet. She noted that changes would be seen in the expenses in auxiliary accounting, non-depreciable equipment, capital equipment, and contracts and fees. In the revenue area there is an ROMC program/grant added, and for the budgeted year we propose to request an additional \$50,000 in student fees. In expenses the total pay roll and operating expenses stayed the same, but there were changes mentioned above. For auxiliary accounting the numbers were updated for the current year of 08-09, as well as for the non-depreciable equipment, while the amount in the contracts and fees account has been reduced to use the dollars from that account to cover the difference for the auxiliary accounting fees for the current year.

Dalpe noted that the additions to the budget that have been made to the expense side equal about \$42,000, and the \$50,000 additional fees will bring down the return surplus.

Mikami asked where the \$50,000 additional came from.

Dalpe explained that the Student Center was going to request an additional \$50,000 from the chancellor's office from our account, which is referred to as the Dormitory and Building Revenue Fund or simply the Revenue Fund.

El-Qare entered at 10:23 a.m.

Husary asked if the total revenue was from student fees.

Dalpe drew the Board's attention to 'schedule one' in the budget packet, noting that the fee revenue showed \$4.7 million. He explained that the Student Center would essentially be withdrawing money that we already have to get the additional \$50,000.

Husary asked if this was something that could be expected every year, referring to the extra \$50,000.

Dalpe referred to the 10-year projection on page 27, explaining that the estimated dropdowns are on an annual basis and continue to increase from one year to the next. He stated that this year the increase was by \$50,000, a relatively small increase,

Scoble added that the only increase or decrease to the fees was related to enrollment.

Motion to accept the second reading of the budget. Moved by Serrano. Seconded by Toporek. 2 abstentions. Motion passed

Dalpe informed **Saadeh** that as chair of the Finance committee his presence will be requested when the presentation of the budget is made to the university. He noted that the Chair of the Board will also be asked to attend.

V. 07/08 Audit Agreement

Dalpe reported that the Audit committee is recommending that Hood and Strong be the auditors for the Student Center at a cost of approximately \$33,000.

Motion to approve 07/08 agreement with Hood and Strong. Moved by Husary. Seconded by Scoble.

Dalpe noted that there had been some uncertainty around the expenses from Hood and Strong regarding the risk assessment program that the IRS is now requiring, which will put the expenses anywhere from \$33,000- \$36,000.

Saadeh asked if the Student Center had to deal with them.

Dalpe stated that the Student Center could go out to bid for the 08/09 term and that the Board may want to consider doing this in association with the other campus auxiliaries.

Scoble suggested not switching auditors for the current year.

Al-Najjar asked if this agreement was for the one year.

Dalpe replied in the affirmative.

Scoble added that he believes it to be a good practice for an organization to change its auditors on a regular basis of 3-5 years.

Saadeh expressed his opinion that they increased their fees without notice and that it was an unfair expense so late in the year.

Dalpe explained that when looking at the original bids from four years ago Hood and Strong's increase for this year it's still very competitive when compared to the bids from other organizations from four years ago and that those bids were made when the additional reporting requirements by the IRS were not in place, and in fact were not even a consideration. As such the request by Hood and Strong is completely reasonable and fair for the additional hours that will be necessary to be committed for this year's audit.

Motion passed.

VI. Second & Third Quarter 2007/2008 Investment Reports (A)

Saadeh reported that the second quarter total from Merrill Lynch was \$1.26 million, and Charles Schwab was at \$651, 000. He stated that the majority of the Center's funds are in the Local Agency Investment Fund as this is a low risk investment of cash and cash like investments. This fund also provides for easy liquidity that allows for draw downs to support daily operating expense requirements. He noted that for this quarter the Merrill Lynch account is up 2.41% while the Charles Schwab account is down -2.82%, but when compared to the S and P 500 we are doing well. He continued onto the third quarter, reporting Merrill Lynch at \$1.1 million while Charles Schwab is at \$607,000. The Merrill Lynch account is down -5.47% and the Charles Schwab account is down -6.75% for the most recently reported quarter. He noted that though these negative returns were discouraging the portfolio continued to outperform the bench-mark indices.

To questions regarding the nature of the investment authority, **Dalpe** explained that the portfolio manager makes the investment decisions and then those decisions get reviewed and approved by himself.

Scoble asked if the money manager ever made presentations to the board.

Dalpe replied in the affirmative, stating that a presentation could be scheduled for the next meeting.

Bajraktarevic added that the Finance committee would look at the investment policy and revamp it so that the Board could look at the most recent policy and give their approval.

Saadeh announced that the next Finance committee meeting would be scheduled for the second Tuesday of the month at 4:00 p.m.

Motion to accept the Second & Third Quarter 2007/2008 Investment Reports. Moved by Husary. Seconded by Serrano. Motion passed.

VII. Second & Third Quarter 2007/2008 Financial Reports (A)

Saadeh reviewed the second quarter financial report compared to the budget for this year. He explained that since it was the middle of the year the Student center wants to be as close to spending as possible. He noted that the report was split into two sections, revenue and expenses.

Al-Najjar asked why commercial and lease services dropped by \$14,000.

Bajraktarevic explained that the Student Center did exceptionally well during the first half of last year and the drop shows the difference between this year and the previous year.

Saadeh continued, stating that for the third quarter a rough guideline to follow is to compare actual expenses and revenue to 75% of the total budgeted, explaining that the Student Center was

not spending less but that bills were generally received all at once for the whole year and they have not arrived, meaning they have not been invoiced yet.

El-Qare asked how much the DPS fees amounted to.

Bajraktarevic reported that they were at \$112,000 for the Student Center's share.

Saadah reported that for third quarter other revenue the Student Center was up 1012%, reflecting that we received the \$20,000 for ROMC and the total revenue was at 97%, which is good. He stated that the interest had been excellent in the first quarter, although it would probably go down considerably by the next report since the market has dropped.

Dalpe added that when looking at unrealized gain and loss, by the end of the Third Quarter the Student Center has lost \$89,000 in portfolio value for the year. We've not actually taken the loss, as the positions have not yet been sold.

Motion to approve the Second & Third Quarter 2007/2008 Financial Reports. Moved by Husary. Seconded by Toporek. Motion passed.

VIII. Committee Reports

1. Audit- no report.

2. Master Plan

a. LCL Restroom Renovation

Al-Najjar reported that the committee had met last week, and stated that the committee suggested putting both restrooms out to bid again as there is a difference in prices for the project, especially when considering the costs of a gender-neutral restroom.

Dalpe suggested bringing this item back to board at another time as an action item, as all of the bid information was not on hand at this time.

Bajraktarevic exited at 11:20 a.m.

3. Community Relations

a. Pacific Islander Mural Celebration

Al Najjar reported that the Pacific Islander mural celebration had successfully taken place last week, the first celebration since its inauguration.

b. Upcoming Events

Al-Najjar announced that the upcoming Wednesday and Thursday would be the Malcolm X celebration, and that the committee was working closely with BSU on the event. He encouraged the board members to attend.

4. Vendor Services- no report.

5. Rules

a. After Hours Charges

Husary reported that the committee would be focusing on a fiscal relationship between student organizations and the Student Center, by creating a credit system set up to help offset event costs for student organizations who are helping promote the Student Center and its values.

b. Public Recording Guidelines

Husary reported that at the last board meeting the committee has decided to wait for legal council advice regarding this issue.

6. OSPLD Advisory

Husary reported that **Granados** and **Cortez** had each won a Student Leadership award, and GUPS had won the Social Justice award for their Palestinian mural.

Husary read the plaque awarded to GUPS to the board. The board expressed their support and congratulations. The Board applauded the recognition for these Board members and GUPS.

Dalpe noted that he had received an e-mail regarding a moratorium on events for Malcolm X plaza from the university, and asked if anyone had information about this.

Al-Najjar noted that the e-mail had been sent out yesterday, and added that a student task force was being set up to make policies regarding the events that could be held out in the plaza. He indicated that the issue should be resolved in summer, to avoid a fall moratorium. He added that the plaza reservation policy had changed so much over the last year, making it hard to plan annual events both for the Student Center and student organizations.

Buckley asked who had sent the e-mail.

Dalpe replied that it was Joey Greenwell, the Director of Student Programs and Leadership Development.

Saadeh expressed his opinion that it is very crucial for the Student Center to be involved in the making of this new policy.

7. Student Fee Advisory- no report.

IX. Managing Director's Report

1. Assistant Director Facilities & Maintenance

Dalpe announced that an offer has been made and John Doctor has accepted the position and would be attending the next board meeting.

2. Retail Commercial Services Manager

Dalpe reported that the position is posted and the search committee is set and will start the interview process. An offer should be made prior to the end of the summer, provided we have a strong applicant pool.

3. LCL Restaurant Build Out

Dalpe reported that this project was going well, and expected the completion date to be on time, shortly after the beginning of the next semester. He expected to have a detailed report at the next board meeting.

4. Pyramid I Amphitheatre

Dalpe reported that he had met with a representative from Capital Planning, noting that the project would be out to bid at beginning of summer, and documents were being reviewed one more time to make sure that we're not missing anything that could potentially increase the cost.

5. Computer Lab

Dalpe reported that the lab was well underway and the Student Center was optimistic that the lab would be open by the end of the summer.

X. Announcements

El-Qare announced that next Saturday, May 10 there would be a concert at the Civic Center celebrating 60 years of Palestinian resistance, and he invited the board members to attend.

Saadeh thanked the Finance committee for all of their hard work on the budget.

XI. Adjournment

The meeting was adjourned at 11:46 a.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, Student Center Governing Board

Date