



**CESAR CHAVEZ
STUDENT CENTER**
San Francisco State University

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**STUDENT CENTER GOVERNING BOARD
SCGB COMMITTEE**
October 5, 2006

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, October 5, 2006 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>
Amrah Salomon-Johnson	Asella Donovan-Blood	Kit Bomar
Héctor Cardenas	Rebecca Toporek	
Mirishae McDonald	Lily Cortez	
Cindy Morales	Guy Dalpe	
Meredith Duke	Arline Van Ness	
Maire Fowler	Maya Whearty	
Dr. Linda Buckley	Derek Aitken	
Evelyn Hooker		

<u>Guests</u>		<u>Support Staff/Consultants/Presenters</u>
Victoria Ramirez	Patrick Toy	Gurinder Singh
Daisy Martinez	Katee Lafleux	
Paola Mejia	Jennifer Borovkoff	
Nathalie Granados	Ramsey El-Qare	
Brian Gallagher		

Recording Secretary: Rachel Damiano

i. The meeting was called to order by Cortez at 9:40 a.m.

Changes to the agenda for the meeting of October 5, 2006:

- Add "1. Faculty Appointment" under I. Chairs Report
- Add "2. Administrative Appointment" under I. Chairs Report
- Add "6. Refreshments" under I. Chairs Report
- Add "11. Elections" under VII. Committee Reports

ii. **Agenda for the meeting of October 5, 2006. Approved as amended.**

Changes to the minutes from the meeting of September 7, 2006:

- Continue to copy distributed Minutes double-sided

iii. **Minutes from the meeting of September 7, 2006. Approved by consensus.**

iv. **Public Comment**

I. Chairs Report

1. Faculty Appointment

Cortez welcomed **Rebecca Toporek** as the new Faculty Representative.

Toporek introduced herself.

2. Administrative Appointment

Cortez announced that **Linda Buckley** would be the new Administrative Representative.

3. Mid-year retreat- No Discussion

4. Attendance report

Cortez requested from the secretary that the tardies be added to the Attendance Report and that copies be distributed to all members at the next meeting.

5. Presidents letter on student center murals

Cortez mentioned that members had received copies of letters.

The members agreed to discuss this item during the Mural Chairs Report.

6. Refreshments

Van Ness stated that she noticed that in addition to pastries, there was also fruit and bagels for breakfast, pointing out that it was an added expense for the Board.

Cortez stated that she had requested healthier foods from the staff, but indicated that some other food items should be substituted and further indicated that she would work with **Edina Bajraktarevic** to correct this.

Fowler suggested having fewer pastries and noted that she prefers a healthier alternative.

Dalpe stated that the Business Office has been working with the vendor regarding the cost for the refreshments. He pointed out that currently the Board pays \$75.00, but with the additional items, the cost has increase to \$150.00 per session. He reinforced that **Zoila Baltodano** was negotiating a reduction in the cost.

II. Sixty-plus Proposal

Gerry Pate introduced himself to the Board as the chair of the Joint Executive Board for Sixty Plus, as well as the Vice-President of the Gamma Chapter **Margaret Graham**, and the Co-President of the Beta Chapter **Erwin Kelley**.

Pate stated that Sixty Plus has been on campus for 31 years; they have a Beta and Gamma chapter. Sixty Plus has 400 members on campus, each chapter meets twice per month to hold business, speaker and social meetings where host local political speakers. Some members audit classes, they have given grant/scholarship money for \$6,400.00 in the past when they were more financial healthy. He noted that there membership this year has decreased and they have been doing extra publicity to increase membership, because in the past they have had 500-650 members. He noted that in the past they had used rooms in the Student Center without being charged and have been very grateful of this, but recently they have been notified that a charge will now be assessed for use. They are proposing a flat fee of \$1,000.00 for the use of rooms from September 1, 2006 to July 31, 2007.

Kelley stated that their meetings provide a very important educational opportunity, they offer senior activities at the university, pay \$360.00 for coffee and buy 4 lunches a year, use bookstore, eat lunch in cafeteria, emphasizing that Sixty Plus does contribute to the Student Center. He furthermore pointed out the marginal cost.

Van Ness asked what body on campus changed Sixty Plus from their student status to the new status.

Pate responded that the Affiliate Oversight Committee changed their status.

Aitken stated that one person made them a student group that didn't have the power to do so, and the Chancellors Office, by virtue of what the actual definition of a student group was, figured that they didn't fit that definition and created an Affiliate Organization that defined them as not legally considered a student group.

Van Ness asked if the Board had the right to overwrite that committee and make them a student group.

Dalpe responded that the Board could not change their status, but could determine costs at which they are charged for using the Student Center.

Van Ness asked if their cost would come to \$1,144.00.

Dalpe responded that based on the number of events that they have during the year; the total cost would be \$2,945.00, which is 33% of what an outside organizations would pay.

Motion to allow Sixty Plus to continue meeting in the Student Center for the 2006/2007 fiscal year at the rate of \$1,000.00. Moved by Van Ness. Seconded By Duke.

Van Ness stated that the University is made up of current and past students, noting the campus was short on doing things for past students. She stated that there is no longer Faculty Club or Alumni Club and the past needs to be represented.

Graham stated that Sixty Plus has been on the campus for 31 years, and that they have added to the University, and they someone decided that they weren't legally a student organization, and now she has to register as undergraduates. She noted that she had taught at San Francisco State University for 20 years and now that they are considered an Affiliate Organization, there is no advantage for being in Sixty Plus.

14 yays. 0 nays. 0 abstentions. Motion passed.

III. 4th Quarter Investment Review

Motion to approve the 4th Quarter Investment Report. Moved by McDonald. Seconded by Aitken.

Salomon-Johnson stated that the Investment Report had moved through the Finance Committee and had been approved in its current state.

Singh stated that the first sheet was an overview of all the accounts within the Merrill Lynch and Charles Schwab investments and the pie charts presented the asset allocations for those accounts and reflect the investment policy. He pointed out the total estimate values of both accounts at the end of the 4th Quarter, June 30, 2006.

He stated that the second sheet presented the performance from the 4th Quarter back to the 1st Quarter, the returns in one year and the returns since acceptance. He indicated that the 4th Quarter was challenging on the portfolio.

He reminded the committee that these are long-term investments and fluctuations in the market are expected and noted that the long-term performance is good and are reflected in the Year-End Financial Statements.

Motion passed.

IV. 4th Quarter Financial Review

Motion to approve the 4th Quarter Financial Report. Moved by Salomon-Johnson. Seconded by McDonald.

Singh stated that the Student Center was successful in its year projections, revenues and expenses. He explained that the Student Center's projected revenues were \$3.6 million and came in at \$3.9 million, and the projected expenses were \$4.2 million and came in at \$3.796 million.

He stated that no other line items, other than the audit fees and auxiliary accounting dollars, went over the budget, most stayed in the 80% and 90% ranges.

He explained that the Operating, Printing & Advertising, and Hospitality expense increases were a one-time expense because the Student Center celebrated its 30th anniversary in the last fiscal year.

He pointed out that the increase in the Payroll expense was in result to the salary increases approved by the Governing Board.

Singh pointed out that there was a decline in food services revenue attributed to the rent abatements that went towards vendor facility upgrades. He stated that these trends were expected to continue due to the Governing Boards commitments to the vendors and expected future rent abatements related to the construction/renovations of the West Plaza and West Alcoves.

He stated the positive effect on the revenues was the investment accounts and interest made on those dollars. The Student Center budgeted \$71,500 and came in at \$132,986 for interest, and budgeted \$32,000 and came in at \$39,052 for investment interest. He noted that the Un/Realized Gain came to approximately \$100,000, which offset the decline in food services. He pointed out that the year over year Operating Revenue was -7.09% and the fee dollars requested had increased by 7.08%.

Motion passed.

V. 2005/2006 Financial Audit

Motion to approve the 2005/2006 Financial Audit. Moved by Cardenas. Seconded by Donovan-Blood.

Dalpe recommended that this item be tabled as it has not yet gone through the Audit Committee, tabling to the next meeting will allow the Audit Committee to bring the audit forward to the Board after their review.

Motion to table the approval of the 2005/2006 Financial Audit until the next meeting. Moved by Van Ness. Seconded by Fowler. Motion passed.

Dr. Linda Buckley entered.

Cortez welcomed **Dr. Linda Buckley** as the new Administrative Representative.

Dr. Linda Buckley introduced herself.

VI. Managing Director's Report

1. West Plaza Renovation

Dalpe stated that we are still negotiating with the bank over the wording of the loan documents. He indicated that the contractor was ready to start work and the demolition could start as early as October 13, 2006 provided the loan is finalized.

2. LCL Restaurant Build-out (Soul Food)

Dalpe stated that he has sent the approved drawings to Capital Planning and once the Building Permit is processed, which is usually a 6-week process, they will prepare bid documents for contractors. He indicated that they were hoping to open bids by the end of November, opening for the two separate projects for the restaurant space and the exhausted seating area, which are targeted to come in at under \$400,000.00 to meet the small capital project requirements.

3. Pyramid I Amphitheatre

Dalpe stated that Allana Buick & Bers are preparing the project specifications for repair, indicating that this could be an 8-9 week preparation period. He added that the specifications would then go through Capital Planning to prepare the bid documents for the contractors.

Donovan-Blood asked if this was the same company that had prepared the documents before. **Dalpe** replied in the negative, stated that this is a company that specifies how to correctly fix the damage. **Donovan-Blood** clarified that Allana Buick & Bers does not actually fix the damage. **Dalpe** replied in the positive, stating that contractors place bids based on the specifications and the lowest bidder is hired to repair the damage.

McDonald asked if Capital Planning charges the Student Center for each time a project is processed through them. **Dalpe** replied in the positive, stating that the Student Center is charged a reasonable rate of 2% of the project cost for each project.

4. Computer Lab- Discussion delayed to McDonald's Master Plan Report

5. Diversity Training

Dalpe stated that aside from the Jackson/Lewis proposal, some members of the Board had expressed interest in having additional firms considered to perform the training.

Salomon-Johnson stated that there was another firm was based out of New Orleans that she would get the contact information for that would be suitable to perform the training.

Dalpe stated that he had also contacted an additional firm, Serrie Compliance Training, that had highly recommended programs, and he indicated that he would have the framework for training within the next few weeks.

Salomon-Johnson asked why the Board was pursuing compliance training, and if the Student Center was in a University lawsuit. **Dalpe** stated that there was no lawsuit. **Salomon-Johnson** asked if **Dalpe** could explain the history of Diversity Training.

Dalpe stated that all organizations are required to do training, and that the Student Center usually does computer based training through a firm that all auxiliaries use, but the current Board had asked that outside organizations be considered to provide additional training.

Salomon-Johnson stated that she thought that the training that was suggested be on sensitivity issues and indicated that she felt the two firms presented were not capable of that type of training. She indicated that she would work with **Dalpe** to find a firm that would be capable of that type of training to address race and homophobia issues.

Dalpe stated that he thinks that they could meet that type of training, but is open to having other suggested firms.

Morales stated that at a previous meeting **Dalpe** had indicated that he would write a letter to the Student Organizations for what occurred at the previous years Cesar Chavez event and wanted to know the status.

Dalpe indicated that he did not remember committing to writing a letter, but apologized for any inconvenience and indicated that he would move forward with it.

Van Ness called for a point of order, stating that item 6 either needs to wait until the next meeting for closed session or the discussion needs to remain general without specifying names.

6. Prior Year Cesar Chavez Event Review

Dalpe stated that the investigative review would begin in early November. He noted that he would select one of the three possible firms to conduct the review and hopefully report back to the Board by the December meeting.

Paola Mejia introduced herself as a member of La Raza, and stated that she was following up on Cesar Chavez event that occurred seven months prior. She also reinforced that some student organizations were being charged usage fees and receiving late invoices for their events, noting that this be corrected as it misrepresents what is stated in the Cesar Chavez Student center mission statement.

Christine Jan reiterated that she had experiencing the same issues involving late invoices and charges on events, suggesting that the budget issues be addressed, and that she was still waiting to hear from Board about funding.

Ramsey El-Qare introduced himself as the Chair of GUPS and reiterated that GUPS has also incurred the same issues and noted that is was disempowering the student when they don't receive information on time.

Brian Gallagher stated that it had come to his attention that a public servant was committing questionable administrative decisions.

Cortez stopped **Gallagher** because he mentioned a staff persons name when specifically instructed not to. She told **Gallagher** if he had any further complaints he could meet with her outside of the Board meeting.

VII. Committee Reports

1. Art Committee- Palestinian Mural Project

• Chairs Report

McDonald suggested that the Board refer to their packets for the documents related to the discussion topic, noting that it included letters from President Corrigan, and images of "Handala," the sensitive image currently under discussion on the Palestinian Mural.

El-Qare stated that he had never seen those particular violent images of Handala.

McDonald reiterated that she had not seen the images before, indicating that they were not what the Committee was trying to portray on the Mural. She stated that the key represents international people that have lost their homes. She stated that the artists have revised the pen on the mural to make it look more like a pen than a sword, are that other members of the Board are currently working on the definition of a finite space and the Arts Policy to address any concerns.

Salomon-Johnson stated that she feels the President's letter were premature because nothing was submitted to him, and questioned his involvement in this state in the mural process. She added that there were political issues regarding colonialism present in all murals and his actions were hypocritical, especially since the Palestinian Mural was the most peace centered of them all.

Dalpe asked if additional letters had gone to the President with out full Board consent, and if so asked that copies of those letters be distributed to all members.

McDonald replied in the affirmative, indicating that she would provide copies for all Board members.

Van Ness, referring to the letter dated September 18, 2006 that stated that the President indicated that he had twice arranged to meet with the mural committee but failed to, asked what happened.

McDonald replied that with students hectic schedules during the first few weeks of the semester, were unable to come to a consensus on a meeting date.

Toporek asked if the images in the packet were on the mural.

Salomon-Johnson replied in the negative, explaining to **Toporek** that the original artist for Handala did not draw the images presented in the packet.

Hooker stated that there was a joint request from the Board and ASI for a meeting with the President.

Cortez indicated that she would follow up on this meeting request.

Buckley requested a copy of mural.

Cortez indicated that she would further discuss the issue with the new appointees after meeting.

2. Arts Committee- Native American Mural

- **Artists Rendition 1st Draft**

Cardenas stated that the draft presented (with description) was the first draft of the mural. He noted that the artist had requested the exact changes be sent to him that was including the minutes. He noted that the packet had been sent to the artist, in the previous week, including the documents that he requested, but he had not yet received the packet. He indicated that in two weeks the committee should have a second draft and they would then present that. He also wanted to make sure that staff was assisting in reimbursing the artist.

Salomon-Johnson indicated that they would review the item in the Finance Committee.

Cardenas expressed confusion regarding whether the moratorium was preemptive to the Native American Mural, pointing out that the President had not seen the mural and that the President had not submitted a written request with what he wanted to see changed.

Van Ness asked if the request for reimbursement on the artists travel for last month was approved, and if the Native American Mural Committee has a budget for travel.

Salomon-Johnson stated that there was an increase in all new mural budgets for supplies, noting that travel would have to be reviewed, and has not yet been taken into account.

3. Finance

- **Transparency and Accountability Plan**

Salomon-Johnson requested that this be an action item to approve retirement health benefits for staff, indicating that **Singh** had prepared the information.

Singh instructed the committee to refer to their packets to find the relatable informational page for the discussion. He stated that this page presented where the Student Center dollars were going and would go on the website, in the newspaper biannually and be displayed in a case downstairs.

Hooker commended the Finance Committee for their work.

Salomon-Johnson stated that she hopes to get a good response from the students and encouraged other committees to do the same.

Singh stated that the idea was to reiterate transparency and the Board meetings are open to the public, and meetings do take place and there is a process that is followed during these meetings.

Salomon-Johnson stated that they are working on having the Annual report available for students and this is still in process. She noted that **Aitken** would bring examples of other Annual Budgets for the committee to review.

4. Master Plan

- **Major Projects**

McDonald stated that **Francine Shakir** came up with RFP for Pyramid I. She stated that they needed a walkthrough of the general plan to access locations for computers and spacing, and after they got responses from the Board they would move to Phase II of the project.

Hooker asked where the committee was with Phase I.

McDonald responded that the committee was still under discussion, and need student and Board input.

Cortez added that the committee needed to keep in mind the ADA requirements and that handicapped persons cannot access the upper levels of the Pyramid.

- **Minor Projects- No Discussion**

5. Vendor Services

- **Photo Copiers**

Morales stated that **Edina Bajraktarevic** had been working with the library and an order for the photocopiers would be placed in the beginning of October for installation in November. She noted that the photocopiers would be the same as the ones seen in the library with One Card systems installed.

- **Business Program Opportunity**

Morales stated that the committee was reviewing the presentation prepared by **Edina Bajraktarevic** on Business Opportunity Programs for Short-Term rental that would create more revenue. She noted that the committee was awaiting approval on a proposal for the program that outlined placement and guidelines and hopes to have a full presentation available for the Board to review at the next meeting.

- **Vendor Compliance**

Morales stated that all vendors were in compliance.

6. Human Resources

- **HR Mgr Selection update**

Donovan-Blood stated that she plans to have the committee meetings every third Thursday of every month at 9:00 a.m. She added that she is working on the HR selection.

Dalpe commented that an offer had been made to a finalist and he is waiting for a response.

Donovan-Blood stated that she was in the process of retrieving the vacant job descriptions, and contacting people about the outside evaluation of the Managing Director.

7. Community Relations

Fowler stated that this was her first month as the Community Relations chair and it came with some challenges but she was still excited about it.

- **Filipino Mural Celebration**

Fowler stated that the committee was discussion a time and date for the Celebration through planning meetings and the point person for this event was **Whearty**

- **ASPC Event 9/13**

Fowler spoke regarding the University Festival Celebration, stating that aside from the lack in Student Center Staff assistance with set-up, the Student Center did provide tables and giveaways and she felt it was a really good event overall

- **Welcome Back Event 9/20**

Fowler spoke regarding the Student Center Lost and Found event, stated that she felt it was moderately successful due to the lack in food and other giveaways, and reiterated needing some assistance with set-up on future events. She noted that the S.F. Radio Station provided giveaways, and she promoted the major events in progress in the student center for student awareness.

Fowler noted that she was working with the committee to determine the direction and priorities of the Community Relations Committee for the year.

Whearty asked if the new Community Relations committee members were approved. **Cortez** replied in the affirmative.

8. Rules

- **Room Reservation Policy**

Morales stated that the committee was currently reviewing the Room Reservation Policy.

- **Arts Policy**

Morales stated that the committee was currently reviewing the Arts Policy.

Morales noted that the committees' goal was to get committee approval on the Policies by the next Board meeting.

9. OSPLD Advisory Committee

- **Report On Committee Meeting**

Morales stated that the OSPLD Advisory Committee had not met since she was appointed, but noted that she was getting caught up on the business discussed in the committee's previous meetings and was waiting on the date and time to attend the next meeting.

10. Student Fee Advisory Committee

- **Report On Committee Meeting**

Donovan-Blood stated that she had not yet met with the Student Fee Advisory committee and had also not been contacted.

Fowler stated that she was the chair and would contact **Donovan-Blood** in the near future.

11. Elections Committee Report

Wharty stated the theme of this years Election would be “Make Your Mark” and she was working with publicity on soliciting on campus for the elections with handprints leading to the Student Center. She noted that the handprints would advertise the Election details. She added that the poll worker orientation dates would be on October 11, 2006 or October 12, 2006 and they were looking for interested parties that were available for four hours shifts on either of the two poll worker dates of November 1, 2006 or November 3, 2006. She added that the first Elections meeting was on October 11, 2006 at 10:00 a.m.

VIII. Announcements

Van Ness reiterated that she hoped the refreshments cost would decrease.

Duke commended the Board for getting through the whole agenda.

IX. Adjournment

The meeting was adjourned at 11:48 a.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, SCGB Committee

Date