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**STUDENT CENTER GOVERNING BOARD**  
April 7<sup>th</sup>, 2011

The Student Center Governing Board at San Francisco State University held a meeting on April 7<sup>th</sup>, 2011, 9:30 a.m. in the Delmy Rodriguez Conference Room.

<u>Members Present</u>		<u>Members Absent</u>	
Travis Northup	Guy Dalpe	Joseph Ex A	Greenwell
Sam Brown	Derek Aitken		
Sean Smith	Vincent Lam		
Kit Bomar	Elizabeth Ramos		
Don Scoble	Helen Goldsmith		
Sean Smith	Sam Brown		

  

<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
E. Bajraktarevic	L. Corpus	Frank Meng	Felix Meng

Minutes Prepared By: S. Bolton

- i. **The meeting was called to order by Northup at 9:36 a.m.**

Changes to the Agenda:

- Add agenda Item VII. Guidelines for Filling Director Positions on the Board
- ii. **The agenda for the meeting of April 7<sup>th</sup>, 2011. Approved as amended.**
- iii. **The minutes from the meeting of March 3<sup>rd</sup>, 2011. Approved by consensus.**
- iv. **Public Comment**

Meng pointed out that he has repeatedly sought relief from the Student Center in terms of seeking rent reduction, reimbursement for the 2005 renovations, as well as to account for the loss of business he attributed to the library's renovation and the opening of another Asian cuisine restaurant at the Student Center.

**I. Chair's Report**

- i. **BOLD Sessions**

Northup reported that the first BOLD session topic would be on Robert's Rules of Order. He mentioned that the meeting is scheduled for April 21, 2011.

**ii. Strategic Plan**

**Northup** informed board members that the Student Center inquired to several agencies regarding a strategic plan and only one consulting firm expressed interest. He informed board members that the staff was seeking approval to begin work with the agency.

**Brown** asked how much funding would be necessary for this project.

**Northup** indicated that the funding required would be \$15,000 to \$25,000.

**iii. Board Member Bio Page**

**Northup** informed the board members that Publicity staff has attempted to contact board members several times regarding the board member biography page and received no response. He recommended that board members contact Lexie from the Publicity in order to schedule interviews. He mentioned that the board member biography web page was another method department for students to find out about the Student Center board.

**iv. Update of Committee Goals**

**Northup** invited board members to give an update on the committees and the progress of their goals.

**Brown** indicated that the Finance committee is on track with its goals, which include completing the 2009-2010 Annual Report and 2011-2012 Annual Budget by the end of term.

**Smith** reported that the Vendor Services committee was moving forward and within the projected timeline for the West Plaza RFP for Alcove A.

**Sherman** noted that the Human Resources committee had not met due to scheduling conflicts.

**Northup** suggested that the committee meet and collaborate on a meeting time that would work for quorum.

**Gutierrez** stated the mural plaques will be finalized by the next board meeting and the relocation of the computer lab will be completed by the beginning of the fall semester. He mentioned that the Master Plan committee is currently working on a proposal for the electronic displays.

**Ramos** informed the board that while the Rules committee added another task to their goal list, they have drafted and completed "Increase Commitment Requirement for Board Members" and the "Guidelines for Filling Vacant Director's Seats." She noted that the committee would be taking on the review of the Naming Policy at the next committee meeting.

**Lam** indicated that the committee was on track with their goals for the Spring Semester and is currently working on Finals Week Programming.

**v. Success of Late Night Events**

**Northup** informed board members the late night programming has been successful and that the 2011-2012 schedule would be discussed further at the next board meeting.

**II. Mural Plaques (A)**

**Motion to approve the 1<sup>st</sup> reading for the wording on the Pilipino, Malcolm X, Cesar Chavez and Palestinian Mural Plaques.**

**Moved by Brown. Seconded by Lam.**

**1 Abstention**

**Motion passed**

**Dalpe** indicated that the wording for the Asian, Pacific Islander and Native American Murals would be presented at a future Board meeting and would like to recognize the amount of work involved on the part of Dudum-Maya and the Master Plan committee in bringing the wording for the plaques before the Board.

**Dudum-Maya** indicated that any suggestions or corrections could be sent via email to her or **Dalpe**.

### **III. 2009-2010 Annual Report (A)**

**Bajraktarevic** reported that the report is grouped into events, building and staff categories with statements from the Managing Director and Chair of the Board, and highlights of departments such as the Depot and Art Gallery. She pointed out that this is an exciting annual report that builds off of the success of the previous year's report. This report provides for improved imaging and more detailed reporting of specific programs and can be used as a representation of CCSC activities to potential donors. She presented the report in its entirety, focusing on specific details of interest. She mentioned that there are some last revisions and corrections that will be added before the document is sent to production.

**Gutierrez** inquired if an updated copy would be sent out when finalized.

**Bajraktarevic** indicated that the final copy would be sent electronically.

**Motion to approve the 2009-2010 Annual Report.**

**Moved by Gutierrez. Seconded by Brown.**

**Motion to amend the previous motion to include: "with minor tentative changes and for review."**

**Moved by Ramos. Seconded by Ashton.**

**Amendment passed.**

**Motion passed.**

### **IV. Café 101 Price Increase Request**

**Motion to accept the Vendors Services committee recommendation of a price increase of 10% to Café 101 menu prices.**

**Motion passed.**

### **V. Strategic Plan Consultant Selection (A)**

**Motion to send decision for the final details of the hiring of the Grove Consulting Group to Executive Committee.**

**Moved by Scoble. Seconded by Ashton.**

**Motion passed.**

**Northup** informed board members that Grove Consulting Group would be on site at the CCSC for 15 days and will be hired for 24 days.

**Dalpe** mentioned that the consulting group had also worked with Stanford and did an outstanding job with their Strategic Plan. He noted that the Grove Group met with staff for one and a half hours to learn more about the organization and our concept of a strategic plan prior to preparing their proposal.

**Bomar** asked what was the impression the consulting group had of Student Center when discussing the development of their proposal.

**Dalpe** indicated that they understood how the CCSC relates back to the campus and who we are as a board, which is primarily student based.

### **VI. West Plaza Alcove A RFP (A)**

**Motion to move in the direction of having a hot dog stand operator in the West Plaza.**

**Moved by Smith. Seconded by Brown.**

**Motion passed.**

Smith stated that the decision was based on the most viable cuisine for that location since it is smaller than the other alcoves.

**VII. Guidelines for Filling Director Positions on the Board**

**Motion to approve the Guidelines for Filling Director Positions on the Board as recommended by the Rules Committee.**

**Moved by Ramos.**

**Motion passed. 1 Abstention.**

Ramos indicated that the guidelines were a way of taking a more proactive approach at filling the directors seats.

**VIII. Closed Session- Leases**

**Motion to enter closed session at 10:41 a.m. and invite Bajraktarevic and Corpus into the session.**

**Moved by Smith. Seconded by Ramos.**

**Motion Passed.**

*Exited Closed Session at 11:22 a.m.*

**IX. Vendor Operation- Compliance (I)**

Corpus mentioned that currently all vendors were in compliance.

**X. Committee Reports (I)**

**1. Rules**

**a. Appointee Vacancy Policy**

*Please reference agenda item VII. Guidelines for Filling Director Positions on the Board.*

Ramos indicated that the committee would be focusing on the Naming Policy.

**2. Community Relations**

**a. Late Night Events Policy**

Lam reported that 95% of students who responded to a survey conducted on org sync would like the Student Center to stay open 24-hours during Finals. He mentioned that the committee was working on the various aspects of Finals Week scheduling.

Dalpe indicated that the results from the Student Center's annual survey, which is sent out to all students, also indicates that the student population would like the Student Center to stay open until 11:00 p.m. or 12:00 a.m. during the semester.

Aitken inquired if the students would be willing to pay higher fees for the extra hours.

Dalpe responded that higher fees were not mentioned in the survey.

Aitken pointed out that the student population may change their minds if a dollar amount was included with extra hours.

Brown mention that he would like to see the dollar amounts that would be needed to stay open later.

**b. Cesar Chavez Annual Celebration**

Lam informed board members that the Cesar Chavez annual celebration occurred the week before Spring Break. He mentioned that Ramos and he co-hosted the event. The celebration was well attended and successful.

### **3. Human Resources**

#### **a. Review of Managing Director**

Sherman stated that the committee would be meeting later in the month of April to discuss this item.

### **4. Rec & Wellness Project**

Northup reported that the university administrative offices are working on update of the current financial plan. The project is still in process.

Brown asked if the site where the current Library annex is located is still the intended location for the Recreation and Wellness Center and if there are any plans for using the annex itself and with annex?

Bomar stated that he could not answer that, which is why attending future meetings would be essential to attend in order to stay informed.

### **5. Vendor Services**

#### **a. R &D Level Deli Space**

Smith indicated that the committee was continuing the process of signing a vendor to the location.

#### **b. Annual Survey**

Smith noted that the committee had begun researching alternative survey companies and strategies.

### **6. Finance**

#### **a. Investment Policy**

Brown indicated that the committee was looking at revisions of the policy and not just adding a socially responsible component. He mentioned the committee would continually look to review and discuss options with an outside consultant.

### **7. Master Plan**

#### **a. Electronic Information Displays**

Gutiérrez gave a brief overview of the Electronic Information Displays, which would be divided into different phases.

## **XI. Managing Director's Report**

### **1. LCL Restrooms Project**

Dalpe indicated that the renovation for the women's restroom continues to be on schedule with the targeted completion date in May. It was noted that there is a strong possibility that the LCL Restrooms would be available for commencement.

### **2. Late Night Programming Report**

Dalpe indicated that the Late Night Programming Event Plan & Impact Report previously reported that the semester total (located on the first page, first paragraph) was \$34,600. The corrected amount is \$17,300. Also, the total amount of \$17,287 (found on the second page) has been changed to \$8,643.50.

3. 2011/2012 Budget Preparation

Dalpe reported that the 1<sup>st</sup> reading of the budget has been completed at committee level and that since then corrections and changes had been made. The second reading at committee level would be happening later this month and the first reading at board level would be in May.

**XII. Announcements**

Gutierrez invited board members to attend the ASI Inauguration in order to solidify the bond between the two entities.

**XIII. Adjournment**

The meeting was adjourned at 12:04 p.m.

Respectfully Submitted,



Guy Dalpe, Executive Secretary

May 2 '2011

Date