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**STUDENT CENTER GOVERNING BOARD**  
**April 8, 2010**

The Student Center Governing Board at San Francisco State University held a **meeting on Thursday April 8<sup>th</sup>, 2010, 9:30 a.m. in the Delmy Rodriguez Conference Room.**

<u>Members Present</u>		<u>Members Absent</u>	
Derek Aitken	Paloma Dudum-Maya	Kit Bomar	Rebecca Toporek
Raul Amaya	Jackie Mendez	Joseph Greenwell	Robert Silva
Chris Gillespie	Travis Northup	Sam Brown	
Ryan Calkins	Don Scoble	Linda Buckley UnA	
Tyler Cornfield	Guy Dalpe		

  

<u>Support Staff/Consultants/Presenters</u>	<u>Guests</u>
Neha Shah	Karina Magana      Alejandro Eldras

Minutes Prepared By: S. Bolton

**i. The meeting was called to order by Cornfield at 9:38 a.m.**

Changes to the agenda for the meeting of April 8<sup>th</sup>, 2010.

- Table Item iii. Approval of Minutes
- Table Item IV. Closed Session- Leases

**ii. The agenda for the meeting of April 8<sup>th</sup>, 2010.**

**Motion to approve agenda with changes.**  
**Moved by Aitken. Seconded by Gillespie.**  
**Motion passed.**  
**1 abstention.**

**iii. The minutes from the meeting of March 11<sup>th</sup>, 2010. (Tabled)**

**iv. Public Comment**

**Alejandro Eldras** stated that he was a representative of La Raza Student Organization who was a collaborator for the organization’s event Noche de la Familia, which was held in the Student Center for three decades. He mentioned that La Raza Student Organization was requesting to be

placed on the May 2010 Student Center Governing Board agenda, in order to begin dialogue about previous charges for Noche de la Familia.

**Karina Magana** expressed her solidarity with La Raza Student Organization. She mentioned that she hoped that Noche de la Familia could continue to be hosted by the Student Center, as it exemplified the Student Center's mission statement for 3 decades.

**Ana Salazar** indicated that she was in solidarity with La Raza Student Organization.

**Manuel Martinez** noted that he was an officer La Raza Student Organization and was in full support of Noche de la Familia.

## **I. Chair's Report**

### **1. Meeting with President Corrigan**

**Cornfield** reported that the meeting with President Corrigan would take place on April 23<sup>rd</sup>, 2010 from 10 a.m. to 11 a.m. He encouraged board members to brainstorm discussion topics that they would like to discuss on that day.

**Dalpe** informed board members that location of the meeting had been changed from President's Conference room to the NFC room also located in the Administration Building.

### **2. Recreation and Wellness Project Update**

**Cornfield** mentioned that a Recreation and Wellness Project update meeting would be taking place on Friday April 16, 2010. **Cornfield** indicated that he and **Dalpe** would attend as representatives of the Student Center and any suggestions regarding the recreation and wellness project should be forwarded to Dalpe or himself before the meeting.

**Dalpe** suggested holding an Executive Committee Meeting on Wednesday April 14<sup>th</sup> to discuss the suggestions for the recreation and wellness project.

*The board agreed to have an Executive Meeting on Wednesday April 14, 2010 at 9 a.m.*

### **3. March 22<sup>nd</sup> Day of Action**

**Northup** informed the board that on March 22, 2010 San Francisco State University Students went to Sacramento and protested against more cuts to public education. He thanked the Student Center for lunches that were provided for the students.

### **4. SC Strategic Plan**

**Dalpe** indicated that the Strategic Plan has been a goal for the Student Center and that it would begin at committee level in the Executive Committee. He indicated that **Aitken** and **Buckley** have expressed interest in assisting in creating a strategic plan, along with the Executive Committee. **Dalpe** suggested the chair create a calendar of executive committee meetings in order to move forward with the project.

**Aitken** reported that the idea of beginning to have a strategic planning for the Student Center came from the 1<sup>st</sup> reading of the budget, when looking at the future financial implications of the institution. Strategic planning would help plan around the possible financial crisis for the Student Center.

**Cornfield** asked how was strategic planning different from the finance committee.

**Aitken** responded that strategic planning would not be limited to only fiscal aspects of the Student Center. It would be a review of the overall direction of the Student Center for the upcoming years.

**Dalpe** indicated that the Strategic plan is an attempt to look at all aspects of the org and having a vision of the Student Center in 10 years.

## **II. Update – A.S.I Appointee (Northup)**

**Northup** informed the board that the A.S.I elections had an 11% voter turn out. He indicated that A.S.I received congratulations from president Corrigan for getting the student population so involved in this year’s elections. Associated Students is also hosting an Org. Karaoke Night, with a \$300 for catering give-a-way for the student organization that wins. The event date is Friday, April 13, 2010 at 5 p.m. **Northup** added that C.H.E.S.S, which is the California Higher Education Student Summit, would be held on April 23, 2010.

**Dalpe** asked if the A.S.I results had been ratified.

**Northup** indicated that there were some grievances but that the elections manager said that they did not affect the election results. The anticipated date for the ratified results should be sometime in the upcoming week.

## **III. Vendor Operations- Compliance (I)**

### **Vendor Operations**

#### **i.) Compliance**

**Shah** indicated that the following numbers are the outstanding balances of the Student Center Vendors and do not include the debt on promissory notes: Asia Express-\$31,491.74; Carmelina La Petite-\$11, 274.29; Café 101- \$0.00; Gold Coast Grill- \$ 0.00; Jessie’s Hot House-\$12,472.18; Natural Sensations- \$0.00; New York Minute -\$ 74,177.87; Tuk tuk thai \$14.00; Bookstore-\$0.00; The Pub- \$ 0.00; Pizza and Pasta -\$12,285.92; Taqueria Girasol -\$27,719.00.

**Shah** reported that the following vendors were out of compliance due to missing paperwork.

#### **Insurance Documentation**

New York Minute  
Gold Coast Grill

## **Business Licenses**

New York Minute

## **Previously requested Sales Tax forms**

The Pub

## **Tax Documents (Current Quarter) – Not received from the following:**

Café 101  
Gold Coast Grill  
Pizza and Pasta  
Natural Sensations  
New York Minute  
Taqueria Girasol  
Jessie's Hot House

## **Complaints**

Asia Express-

The complaint was sent by a customer who claimed was served spoiled broccoli chicken.

## **IV. Closed Session – Leases (Tabled)**

## **V. Committee Reports**

### **Rules**

**Dalpe** informed board members that the Rules Committee would be working on a program that would create a process for student organizations to gain credits that could then be used to offset charges incurred for their events that are held in the student center.

**Northup** announced that the rules committee would meet on Monday, April 12, 2010 at 10:00 a.m.

### **Audit**

**Aitken** indicated that the Audit Committee reviewed the prior year audit financial results, which indicated that overall the Student Center had a very successful audit for the 2008/2009 year. He noted that the audit report included a couple of suggestions from the auditors. He thanked the managing staff for their efforts in making this happen.

**Dalpe** indicated that, for the CSU internal audit the suggested improvements include confirming that conflict of interest forms are received from board members, reconciliation of payroll reports and documentation for the disposal of Student Center furniture. He indicated that these were suggestions in order to facilitate the operation of the Student Center. He confirmed that the

Student Center would not be cited because of UBIN or Unrelated Business Income Taxes because management successfully challenged the auditor's preliminary determination by declaring that the Student Center was charging for services that are not related back to what the Student Center does. He noted that the assistance of the Financial auditors was instrumental in having the internal auditors review and revise their position on UBIN.

## **Community Relations**

**Northup** reported that Community Relations recently concluded the Cesar Chavez Celebration, which was a collaboration between the Student Center and La Raza Student Organization. The event had an afternoon portion, which included a piñata. The evening portion was a screening of the movie *Made in L.A.* Northup encouraged committee chairs to work with their appointed staff person to make Student Center Governing Board Info Day a success, which was changed to April 20<sup>th</sup>.

**Gillespie** added that he would speak with vendors regarding providing refreshments at the event.

## **Human Resources**

**Mendez** informed the board that the Human Resources committee was working on a proposition to fill a position, which would be presented to the board in May.

## **Vendor Services**

### **i.) Survey**

**Gillespie** reported that **Shah** has begun working with Professor D. Ruvalcalba in the Marketing department to submit a formal proposal for a marketing program to entail survey and focus groups, which would commence in Fall 2010.

### **ii.) RFP Process**

**Gillespie** stated that the Vendor Services Committee is still in the process of choosing a cuisine type. Each member has committed themselves to researching and returning with new ideas next committee meeting.

## **Finance**

**Aitken** mentioned that the 1<sup>st</sup> reading of the 2010-2011 Budget had been completed at the committee level and that the budget presentation for board members is scheduled to take place in May.

## **Masterplan**

**Dudum- Maya** indicated that the committee is currently seeking alternate designs for the mural plaques. The previous designs did not match the esthetic of the Student Center already in place.

## **LEAD**

**Calkins** announced that the Leadership Awards were scheduled to be on April 22<sup>nd</sup> at 4 p.m.

**VI. Managing Director's Report**

1. LCL Restroom Renovation

**Dalpe** stated that the restroom renovations project was progressing, currently in the walk through with contractors phase. After this phase, then a formal opening bid date can be determined with a month for bidders to submit proposals.

2. Pyramid Amphitheatre

**Dalpe** indicated that the Pyramid Amphitheatre project is also moving forward with an completion date of May 15. Most of the work following that date would be ceiling work in the interior of the pyramid. There was a delay in obtaining signed permits from the State Fire Marshall for fire proofing the steel beams. This has once again increased the completion date for the project.

**VII. Announcements- None**

**VIII. Adjournment**

The meeting was adjourned at 10:37 a.m.

Respectfully Submitted,

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Guy Dalpe, Executive Secretary

Date