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STUDENT CENTER**
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STUDENT CENTER GOVERNING BOARD
November 4th, 2010

The Student Center Governing Board at San Francisco State University held a meeting on November 4th, 2010, 9:30 a.m. in the Delmy Rodriguez Conference room.

<u>Members Present</u>		<u>Members Absent</u>	
Derek Aitken	Joseph Greenwell	Jacqueline Mendez UN A	
Kit Bomar	Parul Gujral		
Sam Brown	Vincent Lam		
Sean Smith	Jeff Jacoby		
Ryan Calkins	Don Scoble		
Paloma Dudum- Maya	Travis Northup		
Helen Goldsmith	Guy Dalpe		

<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Edina Bajraktarevic	Aimee Barnes	Jack Mizirawi	J. Darden

Minutes Prepared By: S. Bolton

i. The meeting was called to order by Northup at 9:34 a.m.

Changes to Agenda for this meeting of November 4th, 2010.

- Add OrgSync Update to Chair's Report

ii. The agenda for the meeting of November 4th, 2010. Approved as amended by consensus.

iii. The minutes from the meeting of October 7th, 2010. Approved by consensus.

iv. Public Comment

Karissa Bell introduced herself to Board as a journalist from the Xpress.

I. Chair's Report

i. Administrative Appointees

Northup welcomed **Jeff Jacoby** to the Board as the Faculty Appointee. He indicated that by December he hopes to have all administrative seats on the Student Center Board filled.

ii. Late Night Program Of Oct. 29

Northup mentioned that dance event *Noise Complaint* was the first successful dance that the CCSC has hosted in 20 years. He stated that the event went until 1:30 a.m. and that the Late Night Events Committee is discussing having a dance every month.

Dalpe recognized those members of the CCSC staff and Community Relations committee members that helped make the event successful.

iii. Annual Retreat

Dalpe indicated that the process for the search of the location of the Annual Retreat would begin, after staff received input from the board.

Gujral inquired as to how effective the Chair believed that the retreat would be if held at a location out of San Francisco.

Northup recommended that the Board consider going outside of San Francisco in order to have a more successful retreat. He noted that at the Mid-Year retreat there was low attendance due to Board members feeling less compelled to attend because of the nearby location.

Brown suggested following in the steps of the previous mid-year retreat and staying locally in order to be more balanced and cost effective.

Bomar mentioned that he would like to see a cost analysis component to compare prices between both options.

Dalpe said that a cost analysis component has been produced in the past, and that the Tiburon Option was \$7,500, while the Claremont in Oakland was \$10,000. Tiburon was the reduced option chosen last year.

iv. OrgSync Update

Greenwell invited board members to use OrgSync as a communication tool, specifically for scheduling committee meetings and setting up reminders.

Bomar asked if OrgSync was connected to the SFSU Portal.

Greenwell stated that there was a link set up, however, nothing connected the two sites directly.

Bomar indicated that he would like to stay connected but as a staff member.

Brown recommended having a workshop where OrgSync is explained to board members.

Northup indicated that the recommendation could be discussed at the next Executive committee meeting.

II. Committee Membership (A)

Motion to add Andrew Gutierrez to the Community Relations Committee.

Moved by Gujral. Seconded by Lam.

Motion passed.

Motion to add Helen Goldsmith to the Rules Committee.

Moved by Lam. Seconded by Calkins.

Motion passed.

III. Deli Proposal (A)

Bajraktarevic informed board members that the Vendor Services Committee only received one proposal for the deli location. She indicated that the recommendation was to move forward with the packet.

Motion to accept recommendation of the Vendor Services Committee to move forward with examining the single proposal for the Deli location.

Moved by Calkins. Seconded by Lam.

Motion passed. 1 Abstention.

Aitken asked if there was a reason why more proposals weren't received for the deli location.

Bajraktarevic said that presently there wasn't any evidence as to any particular problem. She indicated that 8-9 interested parties came to the scheduled offerors meeting and that approximately a dozen proposal packets were picked up by interested parties.

Bomar inquired on the feasibility of contacting those that had picked up proposals to discuss their decision not to submit.

Bajraktarevic stated that ideally this could happen at the end of the review process of the current offer.

IV. Vendor Menu Addition Requests (A)

i. Natural Sensations [Vegetarian Soups]

Calkins mentioned that Natural Sensations made a proposal to add 15 soups to their menu, which would showcase two soups per day. He added that the recommendation that came from the Vendor Services committee would be to accept the menu additions.

Bajraktarevic added that the reason why the proposal had been denied five times in the past was due to a question of whether the soup options were staying within the intent of the location. Also, she pointed out, that there were no facilities in Natural Sensations that would allow for the soups to be cooked. The new proposal indicates the soups would be purchased “fresh frozen” from an outside provider and then heated rather than cooked. In terms of storage, **Bajraktarevic** noted that adding another item could further impact the operator’s storage capacity and that the committee had asked the operator to provide their plan for accommodating the additional storage requirements as well as the need to provide a dedicated 20amp circuit for each warming kettle.

Dalpe mentioned that it was his understanding that the operator would be coming forward with the information regarding those questions.

Mizirawi indicated that he did not have the information regarding cost of the electrical upgrades, or any information determining that they are necessary. He mentioned that in terms of storage the items would be delivered twice a week instead of in bulk because they were made with fresh ingredients and that he is already participating in the additional storage program that is being provided by the Center.

Dalpe added that seven of the fifteen soups were vegan. He noted that he would like to have a commitment from the operator to have one of the soups offered each day be vegan, in order to provide the growing vegan community on campus with more options.

Aitken asked if the operator was in compliance with the Student Center.

Dalpe responded affirmatively.

Bomar inquired if there was evidence of the student population having a demand for this menu addition.

Dalpe indicated that through various surveys’ conducted the student population has increasingly assented to having a desire for more vegan options.

Motion to accept Vendor Services recommendation of approving Natural Sensation menu additions with portion size and cost as outlined in the request by the operator.

Moved by Calkins. Seconded by Gujral.

Motion passed.

ii. **Jessie’s Hot House [Baco]**

Calkins mentioned that earlier this year Jessie’s Hot House was looking for a lower-carb option of the poor boy sandwich. Originally, the baco was served on a tortilla, however that proposal was turned down due to the similarities to another item a different vendor served. The new proposal indicates that the baco will be served on flat bread and the committee has found that this option is viable and has recommended the menu addition for approval by the Board.

Gujral inquired if the operator had the caloric difference between the low-carb option versus the original option.

Darden responded that she did not have a breakdown of the caloric difference between the options. She mentioned that the poor boy was served in a type of bread roll and the flat bread is supposed to be lower in carbohydrates than the bread roll.

Motion to accept the recommendation of the Vendor Services committee of approving Jessie's Hot House menu addition with portion size and cost as outlined the the request by the operator.

Moved by Calkins. Seconded by Brown.

Motion passed.

V. Annual Events Policy & Ten-Year Calendar (A)

Gujral reported to board members that the Annual Events policy had been restructured and that a ten-year calendar had been created to facilitate the planning process to be able to coordinate more events effectively. He added that the calendar would need to be approved each year, in order to allow for flexibility if any particular group wishes to celebrate on any particular event.

Barnes clarified that the policy is a recommendation of which events should be celebrated annually; it does not dictate terms to student organizations, but has an allowance for events that have generated support for consideration by the Community Relations committee. She noted that the long-term planning through the development of the calendar has the added benefit of incurring cost savings.

Brown applauded the committee for their effective decision-making that allowed for this calendar to be created.

Darden inquired if the calendar can be made available to the vendors.

Gujral indicated that the calendar would soon be available on OrgSync.

Dalpe inquired if there was any way the vendors could receive notification through OrgSync.

Greenwell responded that currently OrgSync is being offered to students and University staff.

Northup emphasized moving back to the motion at hand.

Motion to adopt the recommendation of Community Relations Committee to approve the Annual Events Policy and Ten-Year Calendar.

Moved by Gujral. Seconded by Lam.

Motion passed.

VI. Closed Session

i. Leases

Motion to allow Bajraktarevic in closed session.

Moved by Aitken. Seconded by Calkins.

Motion passed.

**Motion to move into closed session.
Moved by Lam. Seconded by Scoble.
Motion passed.**

Entered closed session at 10:39 a.m.
Exited closed session at 11:20 a.m.

VII. Bookstore Lease Ad- Hoc Committee (A)

**Motion to create Ad-Hoc Committee for the Bookstore Lease.
Moved by Gujral. Seconded by Scoble.
Motion passed.**

Gujral nominated **Smith** for the chairship of the Ad Hoc Committee-Bookstore.

Smith accepted the nomination.

**Motion to approve Smith as the Chair of the Ad Hoc Committee- Bookstore Lease.
Moved by Lam. Seconded by Gujral.
Motion passed.**

**Motion to add Aitken and Northup to Ad-Hoc Committee- Bookstore Lease.
Moved by Gujral. Seconded by Calkins.
Motion passed.**

Bomar mentioned that the relationship between the Bookstore and the CCSC was very important and commended the committee members for taking on the project and noted that the Managing Director and the Assoc. Director of Business and Finance would also be participating in this group.

VIII. Committee Reports

i. Rules

a. Reservation Handbook

Lam reported that much progress has been made with the revision of the Reservation Handbook. The Reservation handbook will be completed mid November and will be brought for approval in December. He recommended that board members look over the handbook draft and email any additional edits.

Barnes mentioned that the newly added sections such as sustainability and emergency preparedness should be revised.

Brown inquired if the handbook would mainstream the process of reserving a room.

Lam indicated that the Reservation Handbook would make room reservations easier to coordinate as well as helping people use different resources such as OrgSync.

ii. Audit

a. Annual Financial Audit

Bomar informed the board members that no major findings were reported by the Auditors and that the committee reviewed the two suggestions and will be talking to the staff about creating a plan of implementation.

iii. Community Relations

Gujral spoke regarding the approval of Annual Events Policy and thanked the Community Relations Committee and staff for their assistance.

iv. Vendor Services

Calkins indicated that the committee had been discussing menu additions in their last meeting. In the next Vendor Services meeting the committee will be discussing the Annual Survey.

v. Human Resources

Calkins informed board members that the selection process for the next Retail Services Manager has been narrowed down to two candidates and the selection should occur in December.

vi. Elections

Gujral mentioned that the Elections would be held during the month of November. He indicated that in efforts to increase outreach the CCSC has placed Ads in the Express and Org. Sync. He commented that all candidates currently met the academic requirements and were eligible to run for a position.

Calkins asked if the polls would be closing online at 9:00 p.m.

Dalpe clarified that CCSC may not have control over the system to be able to shut off voting at 9:00 p.m. and that most likely voting will be able to occur continuously between 1:00 am on 11/17 and midnight on 11/18.

Northup inquired as to who is part of the Elections committee.

Gujral stated that he was the only member of the committee currently.

Barnes suggested adding membership to the elections committee because the election results have to be approved by the committee.

Motion to move out of the rules of the day and return to Committee Membership.

Moved by Gujral. Seconded by Scoble.

Motion passed.

**Motion to add Vincent Lam and Travis Northup to the Elections Committee.
Moved by Calkins. Seconded by Gujral.
Motion passed.**

vii. Finance

a. Investment Policy

Brown stated that the Investment Survey had been completed after consulting with the Levin Group. He mentioned that the committee would be working on the Annual Report for 2009-2010.

viii. Master Plan- No Report

ix. Executive

Northup reported that the Executive meeting did not meet due to lack of quorum. However, he indicated, that the committee would be meeting during November.

x. Student Fee Advisory Cmte

Northup indicated that the Student Fee Advisory Committee is composed of various members including four student positions that are designated by ASI President.

Bomar mentioned that Executive Order 1034 indicated that the student representatives to the Student Fee Advisory Committee would be chosen via the ASI President.

Dalpe recommended that board members refer to previous SFAC minutes, in which the ASI president entered a commitment that one of the positions would be filled from a Student Center appointee.

xi. LEAD Advisory Cmte- No Report

IX. Managing Director's Report

i. LCL Restrooms

Dalpe announced that the renovated men's restroom is currently scheduled to be completed November 21. He added that the women's restroom renovation would begin soon after and that the renovation project is still targeted for completion by the end of January.

ii. Computer Lab Relocation Timeline

Dalpe said that the Computer Lab Relocation would take effect during the spring semester. He assented that after examining the location, elevator costs along other variables; the CCSC will not convert the Pyramid to office space at this time and will proceed with the original plan, which is to move the Computer Lab into the pyramid.

iii. Cell Phone Reception Project

Dalpe reported that the final tests have been conducted and that the selected model should be installed in December, providing cell phone reception throughout the Student Center.

X. Announcements

Greenwell informed the board members that the LEAD Advisory Committee is no longer meeting regularly as LEAD has become more transparent and open to student needs through improvements such as OrgSync. He mentioned that the committee would still meet once annually.

Barnes invited board members to attend the one-year anniversary of the Native American Mural taking place November 19, 2010.

XI. Adjournment

The meeting was adjourned at 11:53 a.m.

Respectfully Submitted,



Guy Dalpe, Executive Secretary

Nov 19 '10

Date