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STUDENT CENTER**  
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**STUDENT CENTER GOVERNING BOARD**

**October 4, 2007**

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, October 4, 2007 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>
Lily Cortez	Guy Dalpe	Kit Bomar
Isidro Armenta	Derek Aitken	Don Scoble
Dr. Linda Buckley	Joicy Serrano	
Dr. Will Flower	Maire Fowler	
Nathalie Granados	Kevin Mikami	
Dr. Rebecca Toporek	Jackie Husary	
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>
		Sharef Al-Najjar
		Pierre Tapia

Recording Secretary: Lori Hostetter

**i. The meeting was called to order by Cortez at 9:43 a.m.**

Changes to the agenda from the meeting of October 4, 2007:

- Add “2. ACUI regional conference” under Item I
- Add “3. Attendance” under Item I
- Add Item IV. “OSPLD Advisory Committee Rep (A)”

**ii. Agenda for the meeting of October 4, 2007. Approved as amended**

Changes to the minutes from the meeting of September 6, 2007:

- Change “Derek” on pg. 2 to “Aitken”
- Change “Jackie” on pg. 3 to “Husary ”

**iii. Minutes from the meeting of September 6, 2007. Approved as amended.**

**iv. Public Comment**

*Armenta, Serrano, Husary, and Aitken entered at 9:46 a.m.*

**Tapia** introduced himself and discussed his letter of intent for the vacant Governing Board position.

*Mikami, Fowler, Al-Najjar and Buckley entered at 9:48 a.m.*

**Al-Najjar** introduced himself and discussed his letter of intent for the vacant Governing Board position.

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

### **1. Annual Retreat**

**Cortez** stated that she would review the dates for the annual retreat and report back to the board.

**Dalpe** added that there is a staff commitment to attend the AOA conference around the same time frame in January.

### **2. ACUI Regional conference**

**Cortez** announced the annual ACUI Regional Conference would be held November 15-17 and stated that space for three board members to attend is still open. She added that if anyone had an interest in attending to please contact her as soon as possible.

### **3. Attendance**

**Cortez** asked Board members to please ensure they arrive on time to begin the meeting and reminded members to contact either her or one of the SCGB secretaries in case of an absence or late arrival.

## **II. Appointment to vacant At-Large Director's Seat (A)**

**Cortez** stated that the two viable candidates for the vacant Board position meet the academic standing requirements; however, according to the SCGB by-laws, **Al-Najjar** does not qualify as a candidate because he is a Board member of ASI and the by-laws state that no more than three ASI representatives may sit on the Governing Board.

**Al-Najjar** asked where in the by-laws that is stated.

**Cortez** referred the Board to Article V, section 2-a:

*“Five duly registered students of the San Francisco State University, each enrolled in a minimum of six (6) units and in good academic standing, elected at-large in an election in which all students who have paid student body center fees are eligible to vote. No student who is elected to membership may be an elected or appointed official of the Associated Students.”*

And Article V, section 5-d:

*“Any person selected to fill a vacancy on the Board shall have the same qualifications as are required of the Director whose position was vacated.”*

**Dalpe** expressed his agreement with the chair's interpretation. He stated that whoever is appointed to the Governing Board could not already be on the ASI Board because ASI already appoints three people to the Governing Board.

**Armenta** added that the by-laws are written as such to ensure that ASI would not have a majority on the Governing Board but also to ensure that other positions remain open to other students not apart of ASI or SCGB.

**Husary** expressed her feeling that the selection terms are vague in the by-laws definitions and that she would not be able to determine ineligibility.

**Toporek** stated that the two highlighted portions of the by-laws that **Cortez** referred to clearly states that in addition to the academic qualifications, which are the terms of selection, that no more than three students representing ASI can serve on the Governing Board.

**Cortez** clarified that the qualifications for the terms of selection are academic and while both candidates meet that requirement, because **Al-Najjar** is on the ASI Board, he is not eligible to sit on this Board too because ASI already appoints three people to represent them on this Board.

**Dalpe** asked **Al-Najjar** if he were appointed to this Board, would he resign from the ASI Board.

**Al-Najjar** responded that he would not.

**Aitken** stated that the major concern is that there would be too many ASI Board members serving on this Governing Board because it presents a problem for balanced representation for this Board, and that is why it is written in the SCGB by-laws to prevent such a thing from happening.

**Fowler** expressed her feeling that the language in the by-laws was unclear and that she would not be able to determine ineligibility based on the highlighted portion of the SCGB by-laws.

**Cortez** stated that the Board should not continue to discuss the by-laws and suggested that if there is confusion with interpreting the by-laws then the issue should be sent to the Rules Committee for review.

**Armenta** expressed his feeling that because there is a vacant position, the Board should vote on a representative as it stands and though there may be some issues, the Board should make a motion to send the by-laws to the Rules Committee for review. He added that as the by-laws state and are understood, there would be too many ASI appointments if **Al-Najjar** sat on this Governing Board and that would be unfair to other students.

**Cortez** expressed her understanding with the Board's concern over this issue. She stated that this vacant position would only be until December, which is about two and a half months. She added that since length of service and the time to appoint someone to the position is limited, the Board should make a decision regarding the appointment of the vacant position.

**Motion to refer SCGB by-laws Article V, sections 2-a and 5-b for review and clarification to Rules Committee. Moved by Husary. Seconded by Fowler. Seven Yays. One nay. Two abstentions. Motion passed.**

*Cortez asked Al-Najjar and Tapia to step out of the Board meeting while the Board votes on a decision.*

Aitken asked the candidates if they were planning to run in the upcoming SCGB election.

Tapia stated that he was planning to run.

Al-Najjar stated that he was not planning to run.

*The Board voted on the vacant at-large position by ballot. Ballots were tallied and the candidates were asked to return to the Board meeting.*

**Motion to appoint Sharef Al-Najjar to fill the vacant at-large director's seat. Moved by Armenta. Seconded by Serrano. Three Yays. Two Nays. Five abstentions. Motion passed.**

**Motion to approve the eligibility of both candidates, Al-Najjar and Tapia, in recognition of current standing of by-laws and to clarify by-laws through rules committee. Moved by Fowler. Seconded by Granados.**

**Motion to divide the question in motion. Moved by Armenta. Seconded by Aitken. Seven Yays. One nay. One abstention. Motion passed.**

**Motion to recognize the eligibility of both candidates Sharef Al-Najjar and Pierre Tapia. Three Yays. Two Nays. Five abstentions. Motion passed.**

**Motion to recognize the current standing of the by-laws and refer the by-laws to the Rules Committee for clarification. Seven Yays. One nay. Two abstentions. Motion passed.**

### **III. Revisions to the *Policy and Guidelines for Acquiring Works of Art* (A)**

Cortez stated that the current revision included the changes suggested in Dr. Saffold's letter which were an addition of a human rights statement under section III *Guiding Principles For Acquiring Works of Art* on page two, a footnote added to the bottom of page two as noted in Dr. Saffold's letter to clarify the terms of administrative appointment, under document, under section V Means of Acquisition, sub-section 2 Responsibilities and in sub-section-b Proposal Review Committee, and to clarify the annual calendar responsibility sub-section-6, Calendar, on page five.

**Motion to approve the recommendations by the Rules Committee to the procedures and *Guidelines for Acquiring Works of Art* or the *Art Policy* of the Cesar Chavez Student Center. Moved by Husary. Seconded by Armenta. Motion passed.**

**Motion to send approved Art Policy noted changes in the document to President. Moved by Husary. Seconded by Aitken. Motion passed.**

**Cortez** asked what position would supervise the creation and implementation of the annual calendar. She added that Dr. Saffold wanted a specific position in charge to ensure that the calendar is carried out.

**Fowler** pointed out the since the managing director reports directly to the Board the responsibility to implement the annual calendar should fall under the managing director.

**Dalpe** expressed his agreement and added that the creation and implementation of the annual calendar would be overseen by his position.

**Motion to amend the proposed changes to the Arts Policy under section 5- b- 6, strike “business office” to “under supervision of managing director”. Moved Armenta. Seconded Husary. One abstention. Motion passed.**

#### **IV. Fourth Quarter 2006/2007 Financial Review**

**Fowler** gave a summary of revenue and expenses. She explained that the revenues for the fiscal year 06/07 were up year over year and pointed out the revenue from the investments.

**Fowler** stated that the conference services are an area the Student Center could potentially expand upon. She added that the budget reflection on 06/07 shows the actual amount and the percentages column compares the budgeted amount versus the actual amount.

*Mikami exited at 10:57 a.m.*

**Fowler** expressed her concern with the charges being assessed by the Department of Public Safety. She clarified that the charge of \$112,000 per year is excessive and would continue to increase, and that it has a significant impact on the budget. She added that on September 23, 2007 she wrote to Dr. Saffold and requested a meeting to revisit the method of assessment.

*Mikami entered at 11:00 a.m.*

**Dalpe** stated that Dr.Saffold had responded and would contact the Board once Kit Bomar arrived back on campus.

**Aitken** cautioned that while coming in under budget for expenses was good, the reasons why this occurred are important.

**Fowler** explained that this budgeting prevented the Student Center from having a financial crisis because we had taken the DPS charge into consideration when we prepared the budget.

**Dalpe** stated that with the DPS charge the focus should be on what is an appropriate amount for the charge, and to ensure that students are not being doubly charged through assessments on individual events.

**Toporek** added that another issue is some clarification of what this charge is paying for. She added that getting an itemized list for each service would help explain what these charges are exactly for.

**Fowler** invited the Board to an upcoming finance committee meeting that would be specifically for DPS charges. She added that before the Student Center paid the requested amount that the three auxiliaries meet to discuss the payment.

*Neha Shah entered at 11:07 a.m.*

**Aitken** commended the staff for coming in under budget. He asked about the breadth of use by staff of staff development dollars that are allocated and suggested doing out reach to staff.

**Dalpe** responded that Management is conscious of that concern and is looking at different ways of providing staff development and of making staff aware that this opportunity exists.

*Mikami and Neha Shah exited at 11:11 a.m.*

**Fowler** announced that the audit company contract would expire soon and the Board should anticipate an increase in the annual cost for conducting the financial audit.

**Cortez** added that the Board needed to consider repair expenses to the building and know that will increase in the future.

**Fowler** stated that because the Soul Food project had not been realized, that money is still in the budget as not spent.

**Dalpe** stated that in anticipation of the cost for the build-out of the Lower Conference level restaurant the center has been fiscally conservative in expenditures in other areas.

**Fowler** stated that the new program of partnering with the library to provide copy machines instead of providing our own, through a lease obligation has worked out well for the student center's bottom line. She noted that as an additional benefit student's can use their one-cards with the new machines.

**Aitken** expressed his concern about the chancellor's office interpretation of the healthy variances in the budgeted to actual results.

**Dalpe** clarified that the chancellor's office would look at what is projected for the upcoming year as it relates to the entire projection formula process over a ten-year span. They will also use percentage controls in future budget years to limit or restrict the on-campus fund balances.

**Motion to approve 06/07 fourth quarter financial review. Moved by Husary. Seconded by Aitken. Motion passed.**

## **V. Open Committee Chairs**

### **Community Relations**

**Husary** nominated **Al-Najjar** for chair person.

**Al-Najjar** accepted the nomination and extended an invitation to **Tapia** to join the Community Relations Committee.

**Seeing no other nominations the chair closed the floor.**

**Motion to approve Al-Najjar as the Community Relations committee chair. Moved by Husary. Seconded by Fowler. Motion passed.**

*Buckley exited at 11:24 p.m.*

#### **Arts Committee- Native American Mural Project**

**Husary** nominated **Serrano** for chair person.

**Serrano** accepted the nomination and thanked the Board.

**Seeing no other nomination the chair closed the floor.**

**Motion to approve Serrano as the Arts Committee-Native American Mural Project Chair. Moved by Husary. Seconded by Granados. One abstention. Motion passed.**

#### **VI. Committee Membership – New Members**

**Motion to approve Mikami as a member of the Master Plan committee. Moved Husary. Seconded by Fowler. Motion passed**

**Motion to approve Jenny Wilder and Mikami as members of the Vendor Services Committee. Motion passed.**

**Fowler** invited **Tapia** to join the Finance and Human Resources Committees.

**Tapia** thanked **Fowler** and joined the Human Resources Committee.

**Motion to approve Tapia as a member of the Human Resources Committee. Moved by Fowler. Seconded by Al-Najjar. Motion passed.**

**Motion to approve Tapia as a member of the Community Relations Committee. Moved by Al-Najjar. Seconded by Fowler. Motion passed.**

#### **VII. OSPLD advisory**

**Cortez** announced that the Board needed to appoint a representative from SCGB to the OSPLD advisory committee and extended an invitation to anyone who was interested.

**Serrano** stated that she was interested.

**Cortez** stated that the advisory meetings had not started and advised that **Serrano** contact the committee chair directly.

**Motion to approve Serrano as the OSPLD Advisory Committee Representative for the Governing Board. Moved by Husary. Seconded by Fowler. Motion passed.**

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

#### **1. New Member Orientations**

**Dalpe** stated that **Serrano** and **Mikami** have started their orientations. He added that **Al-Najjar** would need to start and asked **Al-Najjar** to contact him.

#### **2. Pyramid I Amphitheatre**

**Dalpe** reported that the repairs to the roof of the pyramid I amphitheatre would not begin until after the rainy season in the late spring because the repair requires removal of roof. He estimated that repairs would begin around mid to late May.

#### **3. Computer Lab**

**Dalpe** stated that he was in contact with **Julianne Tolson** and was awaiting a response. He added that the discussion with Julianne was exploring the possibility of having **David Middleton** oversee the computer lab as well as run and staff the lab and the Student Center would be responsible for the setup and equipment. He added that **Middleton** oversees the 24 library computer lab and would work with his staff to coordinate a schedule to accommodate the Student Center's needs. He stated that the Student Center would be financially responsible for the staff and up keep of the lab.

**Cortez** asked if he could estimate an opening date.

**Dalpe** stated that he was awaiting a response and would like to have the lab open by mid December or by the spring semester at the latest.

#### **4. Marketing Promotion – Plasma Screens**

**Dalpe** reported that the project is going very well. He stated that the SCGB election information is posted and within the next couple of weeks Project connect, Creative Arts, AS performing arts, and EROS will have advertisements posted.

**Serrano** stated that AS was interested in advertising.

**Armenta** stated that there seemed to be a lot of departmental advertising and asked how the student organizations could advertise.

**Dalpe** stated that **Kresta Kaulupali** was the contact person for the plasma screen advertising and anyone interested should contact her.

#### **5. Lower Conference Level Restaurant build-out**

**Dalpe** reported that the project may begin during as early as finals week in mid December.

## **IX. Committee Reports**

### **1. Audit Committee**

**Dalpe** reported that the auditors have finished the 06-07 audit and copies of the report would be given to the Board. He added that the audit committee would meet mid October or November to accept the audit prior to making their report to the Board.

### **2. Rules Committee**

**Husary** announced that the committee would hold bi-weekly meetings in order to review the reservation handbook. She added that the committee is focusing on the after hours fees and would review the option to waive student fees for reservations. She added that she would like to have a draft to the Board by January.

### **3. Finance Committee**

**Fowler** gave a quick overview of her report earlier and added that the Budget had been reviewed and signed. She added that the delay by the university in approving the Budget was based on the universities requirement that the DPS charges be paid prior to approval being given.

### **4. Master Plan Committee**

**Armenta** stated that the committee had revised the project schedule to recognize changes in the timelines of a number of projects. He reported that the gender-neutral restroom project had been revised for discussion at the January retreat and that the committee was looking into the possibility of including the installation of bike rack as a new project. He noted that the old Bark 'n Bun location could be replaced with bike racks to increase foot traffic to the Student Center. He added that students already lock bikes to the handrails and that could potentially cause liability issues for Student Center.

**Granados** stated that the Eco student organization requested to have a kiosk at that location.

**Dalpe** stated that the Eco students have not provided any information regarding the installation of the kiosk.

**Cortez** asked that the timeline be given to the Board.

**Armenta** replied affirmatively.

**Cortez** stated that the wireless Internet on the Terrance level was not working properly.

**Granados** added that the student organizations across from the business office do not have wireless Internet either.

**Dalpe** stated that he was aware of the problem and that Edina was working with the firm that installed the wireless network in the Center to improve connectivity in these two locations.

## 5. Vendors Committee

**Granados** stated that the committee is reviewing four proposals for the Soul Food Project and that at this point the committee will not be receiving any more proposals. She reported that all vendors are in compliance.

## 6. Elections Committee

**Cortez** announced that the filing period for the SCGB elections opens today and the elections packets could be picked up in business office and returned by October 19<sup>th</sup>, when the filing period closes. She added that **Paul Herrera** would hire temporary poll workers for tabulation of the election ballots.

**Flower** suggested posting the position for poll workers on Monster track.

## 7. Community Relations Committee

**Cortez** reported that the welcome back week celebration was very successful. She added that the mariachi band did bring a crowd to the Student Center. She announced that the Palestinian Mural inauguration would be November 2. She stated that GUPS had been taking the initiative to plan the event.

**Dalpe** reported that the mural itself would be painted in the lower level of the Student Center and would be displayed at that location. He added that the muralist will be painting Friday through Sunday for three weeks before it is presented in November and displayed in the plaza.

*Fowler exited at 11:44 a.m.*

## X. Announcements

**Cortez** announced that the ACUI conference deadline was soon and if anyone was interested to contact her. She stated that she would be at a leadership conference the week of November 1<sup>st</sup>, and the next Board meeting would need to be moved.

**Dalpe** stated that the meeting could be moved later in the month and the secretary would contact Board members.

## XI. Adjournment

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

Respectfully Submitted,

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Guy Dalpe, Executive Secretary, Student Center Governing Board

Date