



**STUDENT CENTER GOVERNING BOARD  
May 14, 2009**

The Student Center Governing Board at San Francisco State University held a **meeting on Thursday May 14, 2009, 9:00 a.m. in the Delmy Rodriguez Conference Room.**

<u>Members Present</u>		<u>Members Absent</u>	
John Saadeh	Guy Dalpe	Dr. Will Flowers	Edwin Johnson
Derek Aitken	Raul Amaya	Rebecca Toporek	Dr. Linda Buckley
Kit Bomar	Samuel Brown		
Jacqueline Mendez	Darlington Nwaokoro		
Tyler Cornfield	Don Scoble		
Paloma Dudum-Maya			

  

<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>	
Edina Bajraktarevic		Marco Ballesteros	Frank Meng
		Carmelina Narciso	Jack Mizirawi

Minutes Prepared By: S. Bolton

- i. The meeting was called to order by Saadeh at 9:37 a.m.**
- ii. The agenda for the meeting of May 14, 2009. Approved by consensus.**
- iii. The minutes from the meeting of March 5, 2009. Approved by consensus.**
- iv. Public Comment- None**

**I. Chair’s Report**

**1. Summer Meetings**

**Saadeh** inquired as to who was going to be able to attend the summer Student Center Board meetings.

**Cornfield** stated that he would not be in San Francisco for the summer. However, if the meeting days were pushed back a week, he would be able to attend July’s Board Meeting.

**Mendez** asked if the Board needed to reach quorum.

**Saadeh** indicated that it was necessary to reach quorum during the June and July meetings, which is why he was asking about attendance. The August Board meeting is not held due to the mid year retreat.

**Mendez** stated that the Native American Mural committee would need its' committee present, because much of the work will be completed during the summer.

## **2. Mid-Year Retreat**

**Dalpe** informed the board members that the mid-year retreat would be on Friday August 14 or 21 at either the Tiburon Center or in San Francisco.

**Saadeh** asked where the Tiburon Center was located.

**Dalpe** responded that the Tiburon Center was 15 miles from San Francisco.

**Cornfield** stated that August 14 would work best for him.

**Saadeh** inquired if there would be a notification via email, with the tentative dates.

**Dalpe** expressed that he was hoping to get the dates during the current meeting, however since many members are absent, that email will be sent out after this meeting. He pointed out that the first day of school for fall 2009 is August 25.

## **3. Community Statement From CCSC**

**Saadeh** inquired if the Board would be voting on the Community Statement during the current meeting.

**Dalpe** suggested that the Board vote on it or make the pertinent changes and delay it being sent to the public.

**Mao** suggested the Community Statement be released during a press conference that could be held in Malcolm X Plaza. He expressed his hope that the Board would present the Community Statement in a unified front.

**Scoble** agreed with **Mao** and pointed out that timing the release would be difficult since students would be in finals. He also felt that the second paragraph of the release could have a more positive spin. **Scoble** asked **Dalpe** if there was an agreement in principle with the vendor.

**Dalpe** confirmed there was an agreement in principle with the vendor.

**Scoble** inquired what would be wrong with publicizing the statement in a more positive light.

**Dalpe** responded that there would be a change to emphasize the positive outcome.

**Bomar** expressed his concern with the second sentence in the first paragraph, which states “there would be updates provided in order to keep the community informed.” He wondered if this was a one-time update or if there would be multiple updates. In his opinion, the Student Center should be careful with what it’s committing itself to and suggested another possibility that the release itself could be seen as an update, which then poses the question if there is only one update would this statement be it.

**Scoble** added that he would like to strike the phrase, “moving forward.”

**Mendez** asked how would the statement be delivered.

**Dalpe** indicated that it would be posted around the Students Center and it would be published printed in [X]press. the student run-campus newspaper.

**Saadeh** asked if the Board would be moving forward with **Mao**’s idea.

**Dalpe** stated that there wasn’t enough time to set up the press conference in the Malcolm X Plaza.

**Mendez** suggested that the Board could do it in the Rosa Parks conference room or any other room in the Student Center.

**Dalpe** pointed out that even if it was possible to set up the press conference, it seems that there would not be enough Board attendance. **Dalpe** asked what would be the goal of the press conference.

**Mao** indicated that the goal of the press conference would be to invite the students and people who felt strongly about this matter and to allow them to listen to what the Student Center had to say about the matter since that is what they have been asking for.

**Dalpe** inquired what else would need to be said that is not already on the statement.

**Mao** suggested that the statement be read aloud as well as to answer questions that have been unanswered.

**Aitken** agreed that holding a press conference could be beneficial, however he continued that there needed to be a cohesive idea otherwise it would be politically and legally dangerous.

**Scoble** asked what email list the Student Center would use to send the Community Statement out.

**Saadeh** recommended sending the email to those who expressed their concern.

**Dalpe** suggested emails be sent out, also publishing the statement on the website and posting the statement all around the Student Center.

**Bomar** mentioned it is too late to publish it in the [X]press this semester, but we may be able to publish it during the summer run of the [X]press.

**Saadeh** stated that as a student, finals were most important to students during this time of the year.

**Dalpe** noted the corrections made to the Community Statement. He also suggested that the Community Statement title should be “Regarding the Status of Jessie’s Hot House”.

**Mendez** suggested the Community Statement be posted on the television screens around the Student Center.

**Dalpe** agreed to look into the matter.

## **II. Pilipino American Collegiate Endeavor Waiver Request- F ’08 Charges (A)**

**Dalpe** indicated that the Student Center Business Office had not received any paperwork from PACE, even after repeated reminders. The total amount of charges they are asking to be waived are \$839.00.

**Saadeh** asked what options the Board had in approaching this matter.

**Dalpe** responded that PACE had been contacted several times and that since PACE had not responded, the Board should let the charges stand.

**Motion to table item II. Pilipino American Collegiate Endeavor Waiver Request- Fall 2008 Charges, indefinitely.**

**Moved by Scoble. Seconded by Mao.**

**Nwaokoro** expressed an objection to the motion because student organizations that have mid-year leadership changes, which means the new leaders may not know of deadlines. He also reminded the Board that it is finals week.

**Saadeh** noted that it was finals week but that the organization had repeatedly been notified to come to Board meetings. He stated the item had been tabled three times; and that the Board must now vote on this matter.

**Dalpe** suggested there be a friendly amendment.

**Motion to amend the current motion to read “Motion to table item II. Pilipino American Collegiate Endeavor Waiver Request- Fall 2008 Charges, until September 2009.”**

**Moved by Scoble. Seconded Nwaokoro.**

**Motion passed by consensus.**

**Motion to table item II. Pilipino American Collegiate Endeavor Waiver Request- Fall 2008 Charges, until September 2009.**

**Moved by Scoble. Seconded by Nwaokoro.**

**4 Ayes. 3 Nays. 1 Abstention.**

**Motion passed.**

**Bomar** suggested transferring information between ASI and SCGB in order to make the Student Center more efficient when contacting organizations.

**Saadeh** mentioned that as a GUPS member, he was aware of the leadership changes that occur mid-year, which at times cause groups to miss important deadlines.

**Dalpe** commented that he would strongly caution against receiving information, simply because the student organizations would think there is a link between the Student Center and ASI. Some organizations may think that if they are approved by one organization, then the other must approve them, which is not the case.

**Bomar** agreed with **Dalpe** and only suggested that there is some commonality between the two identities.

### III. 2009- 2010 Budget Review (A)

**Saadeh** gave the floor to **Bajraktarevic**.

**Bajraktarevic** began her presentation of the First Reading of the Student Center 2009/2010 budget indicating that the First Reading is just a summary of the budget. **Bajraktarevic** suggested referring to the table of contents in their budget packets, she then gave a brief overview of the Cash Flow and Operations Projection sheets, which gave a broad picture of where the various Student Center dollars are being kept, how they travel between the Chancellor's Office and Campus Operations and the balances that are kept in both of the accounts. She indicated that the committee would pay special attention to On Campus Operations and talk about the Expense Highlights, Revenue Highlights, Equipment Purchase for next year, major Projects and 10-Year Projection. **Bajraktarevic** directed the Board's attention to page 1 of their budget packets and pointed out that the schedule gave an overall picture of where the Student Center dollars are being kept. It has two major accounts Revenue Fund and Campus Operations. The previous year balance is \$7.4 million dollars. For the proposed year 2009-2010, that amount will be \$8.1 million. The report continued with Revenue from Fees, which is the expected return from student fees for the next fiscal year. **Bajraktarevic** noted that the amount for next year is \$120,000 less than the present year because of the anticipated loss of 750 students per semester due to the reduction in funding by the state for the CSU system. Page 3 of the budget, which is called schedule 2, is an overview on how the Student Center calculates that projection. The third line item is the Interest Income from the Revenue Fund, which is the revenue the account generates. In terms of the items that go out of the account for next year, the Adjustment and Return for Operations is the amount of student fees that we request to operate next year, she asked the Board to note that the amount being requested this year is the same amount that was requested last year. Net Transfer to Interest and Redemption is the dollars that get transferred into this account to pay off a bond that the Student Center took out to build the terrace level enclosure, which the Student Center still owes about \$14 million. Transfers to Repairs and Replacement are the dollars that get captured for the Capital Projects in the building. The general overhead expense is the administrative account that is charged by the state for maintaining our Chancellor's office account. This account also includes insurance for the building in case of a catastrophic event. **Bajraktarevic** moved on to Campus Operations, which

was the amount of dollars acquired and spent in the building. **Bajraktarevic** asked the Board to note that the Student Center anticipates an overall 1.7% reduction in income from operations due to the impact of the reduction of rental income for operators that the Governing Board was considering. Next item in the budget report was investment income, stating that this year's losses will have an ongoing effect for years to come. Calculations show that the downturn of 2008 will impact the net return from operations negatively for the next three years, and while the Student Center anticipates being able to operate during this downturn without reductions in staffing, this line item has greatest impact on the organization and it needs to continue to be monitored. **Bajraktarevic** reported that the proposed budget for 09/10 there would be about an 8% increase in revenue, about a 0.4% increase in total payroll, and about a 2.5% increase in expenses. The year over year projected increase in revenue is the result of anticipating that 09/10 investment return will improve over 08/09. Even though the Student Center anticipates a slight improvement, revenues are still well below the return achieved in 06/07. The actuals from the 07/08 and current fiscal year were included for comparison. Total expenses are made up of payroll, operating, and capital equipment expenses. Salaries and wages will see a slight increase due to a new position in the ROMC. No salary increases have been budgeted for any Student Center employee for the next fiscal year. She stated that the anticipated Net from Operations for next year will be a negative \$398,968. Based off of a calculation provided by the Chancellor's Office the Student Center can go into the negative and still operate acceptably. Total expenses are made up of payroll, operating, and capital equipment expenses. She noted that a major area that was impacted over recent years was the ROMC and the Library that recently opened. She added that the Computer Lab opened and ran up a cost of \$154,000 for set up and the fee to contract with the Bookstore for operation, and the Student Center anticipates around \$220,000 for additional costs surrounding the details of the final location for the Lab in Pyramid I. **Bajraktarevic** reported that Operating Expenses would see increases in all areas except Travel, where the Center took a proactive approach in reducing the amount of anticipated travel for all departments, saving about \$10,000. She reported that the Total Revenue was made up of Student Fees, Operating Revenue, and Interest, and she explained the areas that made up each category. Under Operating Revenue she noted decreases in Support Services, Food Services, and Commercial/Leased Income, due to a reduction in rental obligation for the vendors. Hospitality increased by 12% over the last year due to the preparation for the celebration of the Student Center's 35th year anniversary and also a small component of Student Center's dollars for the new ROMC Library. **Bajraktarevic** continued with Capital Equipment request, which include computers, and laptops that are needed to operate next year. In addition to those items, there is a request for three uncommon items, the first item being a \$25,000 request to buy new budgeting software that the Finance Department needs. The second item being requested is \$30,000 that is being proposed for eco-recycling containers for the outdoor facilities. The last requested item is the repair of the kitchen elevators that are in need of modification. In response to comments by Buckley and Aitken regarding the use and popularity of the new lower cost net book, **Bajraktarevic** assured the Board that the computer options would be looked into. She reported that in the next fiscal year major projects were listed in order of priority, based off of the Repair and Replacement Fund. She noted that the Master Plan Committee and the Governing Board have not approved the last three items on the list, but space for the projects had been provided on the budget. She informed the Board that the Fund Balance Projection had a healthy balance where the Revenue Fund will rise until around the year 2013/14 and then begins to decrease again, while the On-Campus side will continue on the trend of having expenses exceeding revenues yet remaining in a healthy range for the foreseeable future.

**Mao** inquired if it was necessary to have a large dollar amount budgeted for hospitality and he asked if it could be reduced in any way possible.

**Bajraktarevic** noted the suggestion and agreed to look into the matter. She inquired if there were other questions or comments.

**Mendez** asked if the bookstore was being paid to run the Computer Lab.

**Bajraktarevic** confirmed that the Bookstore was running the Computer Lab.

**Mendez** inquired as to why would the Bookstore closed the Computer Lab for two days.

**Bajraktarevic** responded that there was an issue dealing with a payment not making it to the bookstore from the university side.

**Mendez** suggested that the Student Center run the Computer Lab.

**Dalpe** clarified that the Bookstore running the Computer Lab is a good operating decision for both the Bookstore and the Student Center because it would cost the Student Center no more to pay the Bookstore, whom already has the expertise rather than to manage it in-house.

**Mendez** emphasized her concern with the way the Bookstore was running the Computer Lab being that it is a very important resource for the students.

**Cornfield** pointed out it there was a minor typo Capital Equipment page of the budget. The tables are marked a \$300 each instead of \$30 each.

**Dalpe** stated the extra signage proposed was to advertise for the Student Center vendors.

**Mao** recommended that the West Plaza awning be postponed until more suitable economic times.

**Saadeh** asked why would the Computer Lab operating cost increase next year.

**Bajraktarevic** clarified that the annual operation cost would be approximately \$88,000. The proposed \$220,000 figure included set-up costs, day-to-day operational cost and other expenses that are attributed to the interior Pyramid restoration.

**Saadeh** asked if it would be more cost efficient for the Student Center to run the Computer Lab.

**Aitken** responded that initially there were three proposals and the decision that was made was based on the idea that it would be unfair to bring in new staff with the possibility of being laid-off the following year should the continued support for the lab's operation not be feasible.

**Mendez** inquired what the Student Center paid the Bookstore to run the ROMC Lab.

**Dalpe** reiterated that the amount was \$80,000. He mentioned that the operating Computer Lab is still under review, because student needs may change in a year and the Student Center has to be prepared to meet them.

**Cornfield** asked when the Computer Lab is moved to the Pyramid, would it become a permanent service.

**Dalpe** reiterated that there is no such thing as permanency because student needs are always changing. He added, if at some point the Student Center Board decides that the Computer Lab is no longer a student need or there is something more necessary then it will be replaced.

**Cornfield** pointed out that the DPS fee was still apart of the budget and asked if there were any updates on that matter.

**Dalpe** responded that the DPS fee will continue to occur, however, DPS, he added, has reworked and reassessed how fees are calculated for the different departments on campus. Starting next year and including two years after that, the University has lowered the cost of the DPS fee to \$149,000 for the auxiliaries in the Student Center.

**Saadeh** asked if there were any more questions about the budget.

**Bomar** thanked the Finance Committee and staff for putting together a budget that dealt with the contingencies of a struggling economy. He emphasized that the Board members follow the elections because it will deal with California's budget, which directly affects the University.

**Motion to adopt the first reading of the 2009-2010 Budget Proposal with consideration Mao's suggestion of reassessing West Plaza awning allocation.**

**Moved by Aitken. Seconded by Nwaokoro.**

**Motion passed.**

**Aitken** mentioned that the awning project was in the budget and if the costs for it seemed high, he suggested, sending the project back to the Master Plan committee for a second review.

**Saadeh** asked how to distribute this task to the Master Plan committee.

**Dalpe** suggested moving into second reading of the Student Center's budget 2009- 2010 in order to send the packet to the University for consideration and approval.

**Motion to move to the second reading and approval of the Student Center's budget 2009/10.**

**Moved by Aitken. Seconded by Nwaokoro.**

**Motion passed.**

**Dalpe** indicated that on July 1<sup>st</sup> , the Student Center will start working with the new budget, assuming that it gets approved by the University. He added that during the year 2009-2010, the Board can ask the Master Plan committee to revisit the awning action plan.

**Saadeh** expressed his gratitude to the Finance Committee for a great budget presentation.

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

##### **1. LCL Restaurant**

**Dalpe** reported that for the Lower Conference Level Restaurant, the work in the Loading Dock was completed and that all other work, including the installation of the hood would be completed by early August.

**Ballesteros** stated that according to a RFP by the Student Center, it was indicated that there would not be a hood in the LCL Restaurant for three years. He inquired as to why the change in policy.

**Dalpe** responded that in the proposal, which was submitted, one of the requirements was that they needed to provide some method of an approved cooking process. One proposal proposed to install a vent-less hood, which was approved in Los Angeles and San Francisco and required the approval of the State Fire Marshall, which was obtained. There was a conditional approval by the Board for this offeror, **Dalpe** pointed out, that in an unrelated development the Student Center had the opportunity to install the hood in the location at a very advantageous price. This installation allows the Student Center to continue to move forward with its commitment to installing the Type I exhaust system for this location and Asia Express, located in the RD level.

**Ballesteros** pointed out that when he proposed to move the pizzeria to the LCL Restaurant, Dalpe informed him that there would not be a hood installed in the location for three years. He added once another vendor acquired the location, the Student Center provided a hood for a three-year contract at the Student Center's expense. He expressed his discontent with the Student Center's RFP requirement changes and with from the Student Center's manager.

**Dalpe** informed the members that there is no release of commitment on the side of the operator for the installation of the vent-less hood.

**Saadeh** pointed out that the matter at hand needed to be addressed, however it was not apart of Board responsibility and all questions and concerns should be taken up with **Dalpe** at another time.

**Ballesteros** suggested that the Board and Management post changes in RFPs or anything else and that the RFP was not clear and most of the information that was provided changed without updates from the Student Center.

**Dalpe** noted that nothing in the RFP had changed.

*Frank Meng, from Asia Express, passed out a letter addressed to the Board Members.*

**Meng** stated that it had been difficult to work in his restaurant's kitchen because of the heat.

**Saadeh** interjected by inquiring if this had anything to do with the LCL restaurant.

**Meng** responded that it was about the LCL restaurant. He informed the Board members that he was promised a new hood in his leasing agreement and has yet to received it. He has waited several years for the hood to be installed and has seen no action from management. He expressed his concern to hear that the new vendor is installing a new hood at the Student Center's expense because he has been told the reason the Student Center could not get him a hood was due to budgetary reasons.

**Saadeh** thanked **Meng** for the information he provided but reiterated that the vendors have to speak with the Student Center's management about any concerns or questions. He added that the Board does not deal with these issues because it is management responsibility to hear the vendor's concerns.

**Mendez** inquired as to what type of hood the new vendor would operate with.

**Dalpe** responded that the new vendor would be operating with a type 2 hood.

**Mendez** asked how much the type 2 hood would be cost the Student Center.

**Dalpe** informed the Board members that the hood being installed this summer would cost \$41,000. He stated again that this was an opportunity for the Student Center to significantly decrease the bid cost of \$655,000 to install a Type I exhaust system for both the LCL restaurant and Asia Express.

**Mendez** asked **Meng** if he was promised a type 1 hood.

**Meng** responded affirmatively.

**Dalpe** explained that the hood the Asia Express requires is a type 1, which is what the \$655,000 program includes.

**Ballesteros'** asked if the process to include a hood for LCL restaurant incorporated the Boards approval.

**Saadeh** responded affirmatively.

**Ballesteros** pointed out to the Board that the decision to include a hood for the LCL restaurant was not included in the minutes, which he looked over.

**Narciso** expressed her frustration with management and the lack of clarity and transparency from those in charge. She emphasized that it is important for the vendors to receive the information regarding leases and RFP changes.

## **2. Referendum Marketing**

**Dalpe** informed the Board that the cost of referendum marketing has been a huge expense for both the Student Center and ASI. With the decision to move the election from April to October, the continue process of informing students will produce additional expenses in relation to the consultants that were originally hired by ASI. He invited questions and comments.

**Cornfield** asked how much was the Student Center spending.

**Dalpe** responded that the Student Center would be spending roughly \$15,000-\$20,000.

**Cornfield** stated that the Board decided to be neutral about the referendum, a point that should be taken into consideration when publicizing the election.

**Dalpe** mentioned that he wanted to encourage input from the Board members as far as advertising and getting involved in the election process.

### **3. Academic Qualifications**

**Dalpe** reported that all the members meet their academic qualifications.

### **4. Amphitheatre**

**Dalpe** stated that the letter for the Amphitheatre project had been sent to the University, asking for the release of dollars. The Amphitheatre will cost approximately 1.5 million dollars. A critical component of this project is the timing of the seat removal, which will close down the Student Center for safety reasons and also, the Student Center will close down again for the same reasons when the seats are installed again.

### **V. Announcements**

**Dalpe** invited Board members to stop by the Richard Oakes Library grand opening during the present day and on May 20 in the Richard Oakes Multicultural Center.

**Mendez** reminded the Board, the Native American Mural was searching for artist to submit their proposals.

### **VI. Adjournment**

The meeting was adjourned at 11: 20 a.m.

Respectfully Submitted,

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Guy Dalpe, Executive Secretary

Date