



**CESAR CHAVEZ
STUDENT CENTER**
San Francisco State University

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STUDENT CENTER GOVERNING BOARD
April 3, 2008

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, April 3, 2008 at 9:30 a.m. in the Delmy Rodriguez Room.**

<u>Members Present</u>		<u>Members Absent</u>
Lili Cortez	Guy Dalpe	Kit Bomar
Derek Aitken	Nathalie Granados	Dr. Linda Buckley
Sharef Al-Najjar	Sam Brown	Dr. Will Flower
Jackie Husary	John Saadeh	Joicy Serrano
Dr. Rebecca Toporek	Don Scoble	Kevin Mikami
<u>Support Staff/Consultants/Presenters</u>		<u>Guests</u>

Recording Secretary: Lori Hostetter

- i. The meeting was called to order by Cortez at 9:39 a.m.**
- ii. Agenda for the meeting of April 3, 2008. Approved by consensus.**
- iii. Minutes from the meeting of March 6, 2008. Approved by consensus.**
- iv. Public Comment**
- I. Chair's Report**

1. Assoc. Student Appointment Letter

Dalpe stated that he received a letter from AS appointing **Sharef Al-Najjar** as the new AS representative for the Student Center Governing Board.

2. Fundraising Trainings

Dalpe stated that the student center conducted its first fundraising trainings for Board members. He added that overall, the training was very informative and he strongly encouraged Board members to attend future trainings and reminded the Board that grant foundations like to talk to Board members.

Cortez stated that she would talk with Katherine Day and Aimee Barnes for the upcoming dates of fundraising trainings.

3. Campus Emergency Preparedness Training

Dalpe stated that this coming week the campus would hold emergency preparedness training for the entire campus community. He explained that the training would be situated on campus next to the student services building and that volunteer observers would be helping to practice what might happen in a real school shooting scenario by staging an event for the emergency preparedness trainings. He added that this would be held next Wednesday between 10:00 a.m. and 11:00 a.m. and that all students were encouraged to participate and attend.

4. State Budget Shortfall

Cortez stated that due to the expected budget cuts to the CSU system, there would be a student-organized lobby in Sacramento on April 21, 2008.

Aitken asked if there would be busses provided for the student who plan to attend.

Cortez noted that there was a petition going around to get a count for the number of students attending in order to reserve buses. She added that AS is gathering the petitions and would be reserving the busses.

Al-Najjar added that AS is requesting four busses and the only issue would be in making sure that the busses are filled.

Aitken stated the he might be able to assist in getting money for more busses if needed.

Al-Najjar stated that the busses would leave around 7:00 a.m. from outside the library and would return around 6:00 p.m.

Cortez stated that if anybody had any further questions to contact her regarding the lobby event.

Al-Najjar stated that on April 14, 2008, AS has Malcolm X plaza reserved and they will be advertising for the April 21st lobby event and will also provide phones for students to call their legislature representatives regarding the CSU budget cuts.

5. Student Center Strategic Plan

Cortez stated that this was discussed at the retreat and that this was goal for 2008. She added that the Board needed to create ad hoc committee to start developing a strategic plan for the student center.

6. Special Meeting- Budget First Reading

Dalpe stated that the Finance committee would have the budget ready for the next Board meeting and will hold special meetings this month to complete the budget by that time.

II. First Quarter 2007/2008 Investment Report (A)

Saadeh reviewed the investment report stating that this report details the Student Center's investments in equities and mutual funds. He explained the estimated value of each account with Merrill Lynch and Charles Schwab and summarized the average rate of return that each account produced. He added that compared to the S&P 500, the Student Center's investment accounts are doing quite well at 1.56%.

**Motion to accept the first quarter 2007/2008 Investment Report.
Moved by Scoble. Seconded by Granados.
Motion passed.**

III. First Quarter 2007/2008 Financial Report (A)

Saadeh explained that this report highlights how funds are being received and expended in comparison to the budget allocations for the year. He added that it also compares current quarter revenue and expense patterns with a similar period one-year earlier. He continued with a review of the expenses and noted that salaries and wages was fewer than 25% for the quarter. He identified certain items, such as utilities, that the Student Center have not been billed for yet, and cautioned that the total expenses percentage of 10% was not a completely accurate representation of what has been spent so far. He explained that the DPS charges fell under the in Other Costs category, along with other items, including the depot expenses, any donations the Student Center has, interest expenses, and special events.

Toporek suggested that the DPS charges be calculated by itself, on a separate line from the rest of the other costs. She added that this would be helpful in recording the DPS charges and would stand out on the financial reports.

Saadeh indicated he would make that suggestion to **Edina Bajrakarevic**, the Associate Director of Business and Finance.

**Motion to accept the first quarter 2007/2008 Financial Report.
Moved by Saadeh. Seconded by Husary.
Motion passed.**

Dalpe exited at 9:56 a.m.

IV. Department of Public Safety Charges

Cortez stated that she had attended a meeting with Dr. Saffold in early March and that she had received an invoice for the full fee of the DPS charges, which amounted to \$263,000. She stated that in reference to the motion that was passed in the Executive Committee meeting on March 20, 2008, which concluded to send a letter from **Dalpe** to the University regarding the Student Center's position on the DPS charges and to request that the University bill each auxiliary separately, she emphasized her concern was that this approach was not effective last year.

Scoble stated that the letter doesn't appear to have any effect in terms of dealing with this situation on a long-term basis because this issue keeps coming back with no viable solution at this point. He added that the Student Center ought to be proactive in finding a solution that will work for future years of DPS charges.

**Motion to table this item until Dalpe returns.
Moved by Husary. Seconded by Scoble.
Motion passed.**

*The Board moved forward onto Item: "V. Committee Membership- CR, Arts: Native American Mural Project" and Item: "VI. Master plan Chair ship" before returning to Item "IV. Department of Public Safety Charges" after **Dalpe** re-entered.*

Dalpe re-entered at 10:08 a.m.

Scoble reiterated that the idea of sending a letter from the Board to the University regarding the DPS charges would not be effective in dealing with this issue. He expressed his feeling that the Student Center should have been more proactive earlier on in anticipation of this charge and the issues surrounding this charge. He added that the expectation at this point should be to identify a viable solution that will address the issue and move towards a permanent solution in the future.

Granados responded that a new issue is that the University sent the invoice for the entire charge to the Student Center and did not divide this charge among the auxiliaries, AS and the Bookstore. She asked if the Student Center had a right to charge the auxiliaries for this fee.

Cortez stated that the University still has not clarified how this fee is being calculated and charged or how this charge was being divided and allocated between the auxiliaries. She added that AS and the Bookstore would like to meet with the Board regarding this matter.

Al-Najjar stated that AS had tried to meet with Dr. Saffold to clarify the DPS charges but the meeting has been unsuccessful to this point.

Husary stated that the basic issue is that the Student Center is being charged a considerable sum of money for something that has not been explained or clarified by the University since they began charging this fee. She added that in addition to that, the Student Center is now being expected to divide the total charge among the auxiliaries in the building. She noted that if the Student Center is to divide and charge for this fee, proper documentation and a clear explanation of what the charge is for and how it is calculated needs to be provided to the Student Center from the University.

Scoble inquired if the Student Center had the authority to charge this fee to the auxiliaries in the building.

Toporek clarified that the two main issues that need to be addressed are the payment of the current bill and charges to the other auxiliaries and the other is the longer-term clarity of this bill and how this fee is calculated. She suggested that the Board think of these issues separately in order to be more effective in solving them.

Aitken suggested that since the invoice needs to be paid, and the Board seems to agree that sending a letter to try to get the University to divide the charges would not be effective, the Student Center should go ahead and bill AS and the Bookstore for the same amounts as charged last year and have the auxiliaries make the checks payable to the university. He added that the Student Center should send all three checks with a letter stating what the Student Center's stance on the DPS charges is and ask for clarification of the formula again.

Toporek exited at 10:56 a.m.

Cortez stated that she has asked for clarification regarding the formula that the University used to calculate this charge because all the documentation that they have provided does not make sense and does not provide any explanation of how this fee is calculated, what services this substantial charge provides for the Student Center or why this charge is being allocated to the Student Center and the auxiliaries.

Aitken noted that the Student Center has been trying to get clarity from the University regarding the DPS charge for two years and right now the Student Center needs to get this invoice paid without that clarity. He added that once the invoice is paid, the Student Center should be very proactive in addressing the issues surround the formula itself and the amount charged in anticipation for next year's fees.

Cortez expressed her agreement and mentioned that last year, the Student Center was at this same point with the DPS charges and instead of paying the invoice first, a letter to the University, in order to try to get an explanation of what the Student Center was paying for and why. She added that the University held the budget, which threatened to shut down the Center and jeopardized the employees of the Student Center. She noted that her main concern was not to end up in the same position as last year.

Scoble stated that the suggestion made by Aitken to bill both auxiliaries and have the make checks payable to the University is a reasonable suggestion. He noted that the Student Center might be surprised to see what the response is from the auxiliaries. He added that the Student Center should make it clear to the University that this DPS charge is being paid under protest and it is our understanding that this fee formula will be recalculated this next fiscal year, and a clear, coherent explanation and breakdown of the DPS charges needs to be provided to the Student Center by the University before the next invoice is billed.

Al-Najjar exited at 11:04 a.m.

Cortez summarized that the Student Center would pay the current invoice by charging the auxiliaries and sending three checks made payable to the University with letter saying that the Student Center does not agree with this charge and that a clear explanation of the DPS charges needs to be provided to the Student Center.

Aitken added that the DPS charge is a reverse fee that is retroactively charged. He added that the Student Center needs to demand clarity as to why the fee is billed and what services this fee provides and request a new formula breakdown that can be understood.

Motion to approve that the Student Center will invoice AS and the Bookstore based on last year's precedent and collect the checks made payable to the University, and send the checks in with a letter of protest including a request that the formula be recalculated for next year.

Moved by Husary. Seconded by Aitken.

Aiken- Yay.

Brown- Abstain.

Saadeh- Abstain.

Granados-Yay.

Scoble- Yay

Husary- Nay.

3 Yays. 1 Nay. 2 Abstentions. Motion Passed.

V. Committee Membership- CR, Arts: Native American Mural Project (A)

Brown stated that the Community Relations Committee had no new members yet but some students have expressed interest in membership.

Toporek announced that she needed to withdraw from the Community Relations Committee.

Motion to suspend rules to add "VI. Master Plan Chair ship" to the agenda.

Moved by Al-Najjar. Seconded Toporek.

Motion passed.

VI. Master Plan Chair ship (A)

Aitken nominated **Al-Najjar** for Chair of the Master Plan Committee.

Motion to approve Sharef Al Najjar as Master Plan Chair.

Moved by Scoble. Seconded by Aitken.

Motion passed.

VII. Assessment of After Hours Charges (A)

Cortez noted that at the retreat there was a discussion about waiving after hours charges for student organizations and this was sent to the Rules Committee for review.

Dalpe stated that the Rules Committee is currently discussing the issue. He indicated that the Board needed to make a decision regarding how to handle after hours charges in the interim while the Rules Committee reviews the scheduling policy.

Husary asked if Board members wanted to make a policy to not grant any fee waivers in the interim, until a final policy is made.

The Board discussed the assessment of after hours charges and how the proposed interim moratorium on fee waivers would effect student organizations.

Dalpe suggested that as an alternative, the student center could consider waiving up to a dollar amount per student organization until a final policy is made, instead of not granting any waiver.

Husary suggested that the Board could consider making a policy that does not waive fees completely, but is waived with condition to have the student organization more involved with the Student Center. She noted that this idea was briefly discussed at the Board retreat.

Granados expressed her concern that since student organizations are already planning graduation and other end of the year events, that it would not be fair to put a moratorium on fee waivers with such short notice to the organizations.

Motion to approve a temporary policy to not grant any fee waivers until the Rules Committee makes a recommendation to the Board for a final (after hours charges) policy.

Moved by Scoble. Seconded by Husary.

Motion Failed.

Brown exited at 11:37 a.m.

The Board lost Quorum at 11:37 a.m.

VIII. Managing Director's Report

1. Assistant Director Facilities & Maintenance

Dalpe stated that second interviews were conducted for this position and a candidate should be hired in the next few weeks.

2. Retail Commercial Services Manager

Dalpe stated that the position is open and applications are being received. He added that he expected that interviews should begin soon.

3. LCL Restaurant Build out

Dalpe reported that the project continues to move forward with a few minor complications but nothing that would impact the final completion date.

4. Pyramid I Amphitheatre

Dalpe stated that because this is a repair project, it had to go to the chancellor's office for approval and he is waiting for a response. He noted that the goal is to begin construction by August, to do the roof repair work before the start of the next rainy season.

5. Computer Lab

Dalpe stated that the furnishings have been ordered and would be set up soon. He noted that some disappointing news that the library computer lab services and the campus would not be interested in contracting with the Student Center to run the computer lab. He added that Kit Bomar was going to check into that as a final decision from the campus and if so, then student positions would be created to manage the lab.

IX. Committee Reports

1. Audit- none.

2. Community Relations

- a. Cesar Chavez Celebration- no report.**
- b. Black History Month- no report.**
- c. Upcoming Events**

Cortez stated that the Pacific Islander mural celebration would be April 23rd, 2008 and the committee will be doing outreach to plan this event. She noted that the Malcolm X celebration is in mid-May and the committee would be working with BSU and MSA to plan this event.

3. Finance

a. 2008/09 Budget Preparation

Saadeh reported that the Finance Committee is currently working on the 2008/2009 budget. He asked if Board members have any conferences in mind they are interested in to please contact him as soon as possible.

4. Master Plan- none.

a. Gender Neutral Restroom Study

5. Human Resources

a. Chair's Report

Granados announced that the Human Resources committee meets every 3rd Thursday at 9:30 a.m.

6. Vendor Services

a. LCL Restaurant Options

Granados stated that many students have expressed that they would like to see a sushi bar down in the open space. She added that the committee is looking into this option.

b. Jessie's Hot House Opening

Granados commented that Jessie's Hot House had a great opening, with a lot of campus support. She added that one concern was the length of the line and the vendor is addressing that.

7. Rules

a. Interpretation of Bylaws- Vacancies

Husary summarized that according to legal council's interpretation, a Board vacancy could not be filled by an AS member and that an AS member could not be elected to the Board either.

8. Arts- Native American Mural Project – none.

9. OSPLD Advisory Committee Report- none.

10. Student Fee Advisory Committee Report- none.

X. Announcements

Cortez announced that the AS retreat will be held April 18th and the new AS representatives will be appointed in June.

Granados announced that Bark n' Bun will begin serving spicy mustard starting the week after spring break.

XI. Adjournment

The meeting was adjourned at 12: 06 p.m.

Respectfully Submitted,

Guy Dalpe, Executive Secretary, Student Center Governing Board

Date