



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

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**STUDENT CENTER GOVERNING BOARD**  
**November 2, 2006**

The Student Center Governing Board at San Francisco State University held a meeting on **Thursday, November 2, 2006 at 9:30 a.m. in the Delmy Rodriguez Room.**

|                        |                      |   |
|------------------------|----------------------|---|
| <u>Members Present</u> |                      | <u>Members Absent</u>                       |
| Amrah Salomon-Johnson  | Asella Donovan-Blood | Dr. Linda Buckley                           |
| Héctor Cardenas- T     | Rebecca Toporek      | Arline Van Ness                             |
| Mirishae McDonald      | Lily Cortez          |   |
| Cindy Morales          | Guy Dalpe            |   |
| Meredith Duke          | Kit Bomar            |   |
| Maire Fowler- T        | Maya Whearty- T      |   |
| Evelyn Hooker          | Derek Aitken         |   |
| <u>Guests</u>          |                      | <u>Support Staff/Consultants/Presenters</u> |
| Vinnie Lui             | Nathalie Granados    | Gurinder Singh                              |
| Jamie Lindsay          | Dany Martinez        |   |
| Sarah Wongking         | Christopher Collins  |   |
| Nolan Hebert           | Paola Mejia          |   |

Recording Secretary: Rachel Damiano

**i. The meeting was called to order by Cortez at 9:46 a.m.**

Changes to the agenda for the meeting of November 2, 2006:

- Add “2. Complaints Report” under I. Chairs Report

**ii. Agenda for the meeting of November 2, 2006. Approved as amended.**

**iii. Minutes from the meeting of September 14, 2006. Approved by consensus.**

Changes to the minutes from the meeting of October 5, 2006:

- Change the comment by **Hooker** to read, “**Hooker** stated that there was a joint request from the Board and ASI for a meeting with the President.” Middle, page 9.

- Change the comment by **Cortez** to read, “**Cortez** indicated that she would follow up on this meeting request.” Middle, page 9.

**iv. Minutes from the meeting of October 5, 2006. Approved as amended.**

**v. Public Comment**

**Mejia** requested that the Board notify all students if any changes are made to The Student Center Handbook. She stated that recently student organizations have been charged insurance fees for their events at the last minute, when in the past four years student organizations have not incurred these charges.

**I. Chairs Report**

**1. Mid-year retreat**

**Cortez** stated that the date of Mid-year Retreat would be Thursday, November 30, 2006 from 10:00 – 1:00 p.m. The location of the event has yet to be determined, but the Board will be notified when it is.

**2. Complaints Report**

**Cortez** emphasized the importance of getting student complaints in writing so the Board has a record and then to bring any written complaints to the Board formally.

*Cardenas entered at 9:53 a.m.*

*Fowler entered at 9:53 a.m.*

**II. Student Organization Event Fees (A)**

**Cortez** noted that there were representative present from two student organizations, ASU and PIC, present to speak and she informed the Board that there was information in the packet regarding both organizations.

**Vinnie Lui**, from the Asian Student Union (ASU), stated that ASU held an event in September. She informed the Board that the ASU had done most of the event planning during the summer, including booking the room early in July. She stated that ASU received notification for overtime charges from the Student Center for after hours labor costs and insurance. She argued that ASU never received a formal invoice and the student organization could not afford the charges on such short notice.

**Fowler** inquired about the billing process. **Cortez** replied that the process was discussed at the committee level.

**Aitken** commented that the billing procedures were being discussed in the Rules Committee. **Morales** reiterated that the Rules Committee was still reviewing the Policy and a decision has not yet been made on waiving fees.

**Salomon-Johnson** pointed out that the Rules Committee was planning a Town Hall Meeting with a public forum, to get input about the policy, as well as other student concerns regarding the Student Center.

**Aitken** asked if the students were made aware of the fact that if the events occur after the Student Center closes they will be charged.

**Lui** stated that they are told that extra charges may apply, but added that they were not aware these extra charges would be applied to their event.

**McDonald** thanked **Lui** for the information she provided and reiterated that a policy was still being reviewed.

**Motion to waive the ASU Comedy Event fees. Moved by Fowler. Seconded by Cardenas. One abstention.**

*Discussion*

**Motion to amend to waive the ASU Comedy Event fees for the amount of \$660.00 for special expenses. Moved by Fowler. Seconded by McDonald. Ten yays. One nay. No abstentions. Motion passed.**

**Sarah Wongking**, from the Pacific Islanders' Club (PIC), stated that they were planning to hold the Annual Luau on November 11, 2006, but were being charged for after hours labor cost and insurance for the amount of \$890.15. She requested that the charges be waived for their historical and cultural event.

**Salomon-Johnson** asked for background information on the charges.

**Wongking** stated that they had been charged for and paid for events in the past, but mentioned that their events were held at different hours. She stated that they were notified prior to the vent about the charges that would be applied, and added there reasoning for holding the event at the (after hours) time this year.

**Salomon-Johnson** asked if the charges were not waived would they be able to pay for the event.

**Wongking** replied that it was highly unlikely, mentioning the costs included paying for performers, food, and décor.

**Toporek** asked if admission tickets were sold at the event.

**Wongking** replied in the affirmative, stating that general admission was \$20.00 and an additional fee of \$10.00 was applied, noting that Associated Students Inc. cut their funding this year and the admission fee was charged to pay for what ASI funds usually covered.

**Aitken** encouraged them to attend the Town Hall Meeting, stating his only concern with waiving fees was that he did not have the proper guidance to base his decision off of.

**Wongking** inquired about the date and location of the Town Hall Meeting.

**Salomon-Johnson** responded that they would notify students as soon as they have a date and location.

**Wongking** noted that PIC was not one of the larger student organizations, and that it was harder for them to internally fund a large event, thus their higher admission fee.

**Motion to waive the PIC 11<sup>th</sup> Annual Luau Event fees for the amount of \$890.15. Moved by Fowler. Seconded by Cardenas. Motion passed with ten yays. One nay. No abstentions.**

### **III. 1<sup>st</sup> Quarter 2006/07 Investment Review (A)**

**Motion to approve the 1<sup>st</sup> Quarter 2006/07 Investment Report. Moved by Donovan-Blood. Seconded by Fowler.**

#### *Discussion*

**Salomon-Johnson** stated that the Investment Report had been approved through the Finance Committee and directed the Boards attention to **Singh**.

**Singh** brought the Boards attention to the Investment performance sheet for the accounts with Merrill Lynch and Charles Schwab. He stated that the total estimated value for Merrill Lynch is \$1.06 million and total estimated value for Charles Schwab is \$593,643.00, bringing the total for both accounts to \$1.6 million.

**Singh** brought the Boards attention to the second sheet of the Investment Performance sheet, stating that the quarter ended September 30, 2006. He pointed out that the Merrill Lynch returns came too 3.00% and the Charles Schwab returns came to 2.83%. He noted the index values for the two accounts for comparison purposes, Merrill Lynch had done well in comparison to the 1<sup>st</sup> and 4<sup>th</sup> quarters, and on an annualized basis the Charles Schwab account was close to 5.8 %.

**Bomar** inquired about review of the funds that are invested with LAIF, and why those investments were not included in the Investment performance report.

*Cardenas exited at 10:20 a.m.*

**Singh** stated that the LAIF investments were included in the Quarterly Financial Report. He noted that these funds are used to support the day-to-day cash needs of the center. It's more a cash or savings account and not considered part of the investment portfolio.

**Fowler** requested that the LAIF account be included in next quarters report.

**Donovan-Blood** reiterated that the LAIF account be included.

**Singh** indicated that he could provide that.

**Fowler** asked for something more comprehensive.

**Brian Gallagher** asked if all the investments the Student Center were conducting according to Social Responsibility guidelines.

**Singh** reiterated that the Board has discussed this numerous times and the Student Center does adhere to the bylaws and the investment policy. He further emphasized that if the Board wishes to change the policy that is their prerogative.

**Gallagher** asked for the names of the investment companies.

**Singh** stated that the companies were previously mentioned and reiterated that the Student Center had accounts with Merrill Lynch and Charles Schwab.

*Cardenas re-entered at 10:25 a.m.*

**Toporek** asked what clarity **Gallagher** needed.

**Gallagher** stated that he would like to see a break down of the investments.

**Salomon-Johnson** informed **Gallagher** that was available.

**Motion passed with ten yays. No nays. No abstentions.**

#### **IV. 1<sup>st</sup> Quarter 2006/07 Financial Review (A)**

**Motion to approve the 1<sup>st</sup> Quarter 2006/07 Financial Report. Moved by Fowler. Seconded by Morales.**

*Discussion*

**Salomon-Johnson** stated that the Financial Report had been approved through the to Finance Committee and directed the Boards attention to **Singh**.

**Singh** stated that in the top section the main class of revenue was presented and the actual to budget was 22.8%. He noted that on a year-to-year comparison our operating revenues are 3% higher than the same period last year.

*Whearty entered at 10:33 a.m.*

He pointed out that the food services revenues were considerably higher from the previous year due to the ending of higher rent accredits to the vendors for upgrades. He noted that the fee return for the prior year was 2.2 million and pointed out that the first quarter fee return was showing 0, because the funding from the chancellor's office was received after the September report and they will show on the next report.

He stated that the expenses were well within the budget. He pointed out the big drop in the printing and advertising line compared to last quarter because of the one time cost incurred for the 30<sup>th</sup> Year Anniversary Celebration.

He noted that there were no real significant variances.

**Hooker** asked about the utilities for the 1<sup>st</sup> quarter, noting that there was no change.

**Singh** stated that it was the same as last year's period and is due to invoice timing from the University.

*McDonald exited at 10:36 a.m.*

**Fowler** clarified that we incurred charges from the university, but haven't gotten bill, and once we get the bill it will be reflected.

*McDonald re-entered at 10:37 a.m.*

**Motion passed with eleven yays. No nays. No abstentions.**

## **V. 2005/06 Financial Audit (A)**

**Motion to approve the 2005/2006 Financial Audit. Moved by Fowler. Seconded by McDonald.**

### *Discussion*

**Bomar** stated that the Audit Committee met on October 30, 2006 with **Steve Puma** from the Audit Association, the Primary Representative with the CPA firm Hood and Strong. He stated that Hood and Strong was the firm responsible for the audit and that the Student Center was in their third year of a three year contract with the, stating that they also do our taxes for IRS and State Franchise Tax Board. He stated that the auxiliary is required to do yearly audits prepared

by an external auditor, then go to the University for system wide audits each year. He stated that this starts in the spring and proceeds into the summer and usually ends in September,

He stated that the Student Center contracts with the auxiliary business office and the audit firm works closely with them on preparing end of year statements, reporting financial deliverables, presenting current year observations, and assessing the response of prior year recommendations. He noted that there were 4 observations and all of those have been addressed. He also noted that there were 3 recommends for this year, stating that the committee explored with **Mr. Puma**, and found that they were minor findings. He indicated that the committee would continue to work with staff to address the 3 recommendations.

He further stated that on September 1, 2006 they received a letter from the external auditor, that stated there were no issues that drew their attention, no adjustments were required in performing the audit, no disagreements with management, and indicated that they would file returns with the State Franchise Tax Board, and was an overall satisfactory audit.

He stated that it was time for staff to gather information for the External Audit and make a recommendation to the Board about retaining Hood and Strong or going out to bid. He stated that Hood and Strong also work with ASI and Franciscan Shops, which provides for fiscal leverage on fee levels.

**Fowler** spoke regarding the statements, expressing concern about the reoccurring recommendation, and encouraged staff work with the Board to address the recommendation.

**Bomar** commented that the auditor informed the committee that the recommendation wasn't a serious concern, but noted that the recommendation was in the process of being taken care of.

**Hooker** asked if the recommendations were being discussed in the Finance Committee.

**Aitken** stated that the topic was raised in the Audit Committee and informed the Board that it would be forwarded and discussed in the Finance Committee for resolve.

**Fowler** recommends does it need to move forward request to hear form other board members,

**Cortez** emphasized the importance of the recommendation being addressed through the Audit and Finance committees, as well as by staff in a timely manner, and indicated that she would work with Dalpe to assure that it will be executed.

**Fowler** requested that Dalpe provide information regarding the recommendation to the next Board meeting.

**Bomar** reiterated that the Audit Committee would follow upon all items noted in the audit, stressing that they need to be corrected for better business practices.

**Gallagher** asked if the recommendation was reported by Hood and Strong, and both years prior to this year, and furthermore asked to see a record of all this from that account.

**Fowler** noted the recommendation on improving year-end reporting of receivables and collectables between the auxiliaries.

**Dalpe** mentioned that it was a timing factor and the finding was related to Intra Auxiliary Billings.

**Fowler** stated that she felt it was a mess that needed to be cleared up.

**Dalpe** replied that her statement was an inaccurate way to describe a year end booking that's simply requires better coordination between with the Auxiliary at the years end. He noted that the recommendation requires more auxiliary staff time and serves to facilitate the account review portion of the audit.

**Cortez** suggested that if any members have an issue they go to the committee meetings and discuss them at that level. She emphasized that the Governing Board meetings were held to approve what has already been discussed and approved at the committee level, stating that the Board was spending too much time discussing these issues.

**Hooker** thanked the Audit and Finance committees for the complete and thorough report.

**Motion passed with eleven yays. No nays. No abstentions.**

## **VI. Health Retirement Benefits (A)**

**Dalpe** stated that the Health Retirement Benefits information was previously presented and is now ready to move forward as an action item to the Board. He stated that staff expressed interest in receiving Retirement Health Benefits, and that management is great working with CALpers as the provider. CALpers matches the medical coverage the Student Center currently has, provides retirement health benefits, offers different providers, opposed to the one provider they currently have, has health coverage world wide, there is no accrual review required. He also noted that the CALper administration fee is low. They are allowed to charge up to 2 %, but actually charge less than 1/3%, which will only cost the center approximately \$400.00 a year.

**Motion to recommend to the Managing Director to begin a contract with CALpers and discountinue the current contract with Kaiser. Moved by Salomon-Johnson. Seconded by McDonald. Motion passed with eleven yays. No nays. No abstentions.**

## **VII. Town Hall Meeting Funds (A)**

**Salomon-Johnson** stated that the Rules Committee discussed holding a Town Hall Meeting for students with a public forum to address various student concerns regarding the Student Center and a solution for the unresolved issue with the policies. She recommended that the Board allocate \$350.00 out of the Special Events fund, stating that there were ample funds to do so, to

hold the Town Hall Meeting and further recommended the Board approve an annual line item within the Special Events fund for an annual Town Hall Meeting.

**Fowler** expressed concern with having funds taken from Special Events, as the Community Relations committee oversees that fund and most of it is allocated. She stated that she felt it was not appropriate to vote on it without being previously contacted regarding these allocations.

**Salomon-Johnson** reiterated that she felt there were ample funds under that line item, but if the funds were not available, the Board would have to decide where the money would be pulled from and move it to the Special Events fund. She referred to the two large items put on hold in the Mater Plan committee, indicating that those funds could be allocated to the Special Events Fund.

**McDonald** assented that there was approximately \$60,000 on hold.

**Dalpe** stated that because such a small amount was needed, the Special Events fund should be sufficient and encouraged the Board and the Community Relations committee to work with the Rules committee to put on the Town Hall Meeting.

**Fowler** reiterated that she felt it was inconsiderate to request those funds without first notifying the Community Relations committee and requested that the discussion be referred to the Community Relations committee to discuss.

**Motion to refer the discussion of the Town Hall Meeting to the Community Relations committee. Moved by on Fowler. Seconded by Whearty.**

*Discussion*

**Salomon-Johnson** recommended the Board look for other sources for the funds in order for the Town Hall meeting to be held during the current semester.

**Dalpe** suggested that the funds be pulled from the Administrations Hospitality line item, but noted that the funds need to be reallocated into that fund in a timely manner.

**Fowler** stated she was fine with getting the money from a different source.

**Motion failed with eleven nays. No yays. One abstention.**

**Motion to recommend to the Board to approve \$350.00 out of the Administration line item of Hospitality to be allocated for the Town Hall Meeting to be held this semester. Moved by Salomon-Johnson. Seconded by Cardenas.**

*Discussion*

**Cortez** inquired about the dates for this event.

**Salomon-Johnson** replied that the committee was considering the Monday or Tuesday during the week of elections.

**Motion passed with eleven yays. No nays. No abstentions.**

**Motion to recommend to Board to institutionalize an Annual Town Hall Meeting with an open forum process for students to give feedback to the Board. Moved by Salomon-Johnson. Seconded by McDonald.**

*Discussion*

**Hooker** suggested that they wait to institutionalize to see what happens at the first one

**Salomon-Johnson** indicated that that was fine.

**Motion passed with eleven yays. No nays. No abstentions.**

*Asella exited at 10:58 a.m.*

## **VIII. Salary and Wage Increases for 2006/ 07(A)**

**Dalpe** directed the Boards attention to the packet to review the approved dollars to be allocated for the potential salary and wage increase. He stated that they followed the CSU guidelines in providing for comparable positions at the University level and that information was included in the summary.

**Cardenas** stated that the bargain at the chancellor's office for the staff union was pushing for a 6.4% increase, but the chancellor's actual budget was for a 3% increase, and that is the cap that the chancellor's office has decided on.

**Dalpe** stated that the summary provides clarity on what the CSU has on the table. This will be the minimum approved. If bargaining succeeds in augmenting this amount the Board will be able to revisit the issue and make an adjustment accordingly.

**Motion to approve the recommended Salary and Wage Increases for 2006/07. Moved by Fowler. Seconded by Morales. Motion passed with ten yays. No nays. No abstentions.**

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

### **1. West Plaza Renovation**

**Dalpe** informed the Board that the contractors were on site yesterday with the subcontractors and would be back tomorrow for fencing and demolition. He stated that during the concrete work

the traffic would be redirecting with signs through different doors and they were working with bookstore to execute this, noting that feel it will be positive for the bookstore and other vendors.

*Fowler exited at 11:26 a.m.*

## **2. LCL Restaurant Build-out (Soul Food)**

**Dalpe** stated that the plans would shortly be distributed for bidding, and the walk-through date was set for November 14, 2006 for the interested contractors where the University, staff and architects would answer questions that the contractors had. He noted that the bids for the interior work would be in by 5<sup>th</sup> and the bids for the exterior work would be in by the 7<sup>th</sup> and each would be opened at Capitol Planning in December.

**McDonald** asked how the depot would be affected, will the seating be usable

**Dalpe** replied that they were trying to keep the depot open, seating would be available, but there may be some complications.

**Hooker** asked if **Dalpe** would notify Board the time of the Bid opening. **Dalpe** replied in the affirmative.

## **3. Pyramid I Amphitheatre**

**Dalpe** stated that they were moving forward with the final design for work and noted that they were still in line with the timeline.

**McDonald** noted that there was water damage and mold that needed to be addressed.

**Dalpe** replied that an Environmental Health and Safety firm was assessing the issue, and they would remove it if necessary.

*Fowler re-entered at 11:35 a.m.*

## **4. Computer Lab**

**Dalpe** stated that the Computer Lab was moving forward with the design for 3 different layouts being discussed through the Master Plan committee and would later be brought to the Board.

**Toporek** asked if they were considering options to meet ADA requirements.

**Dalpe** replied that all stations would meet ADA requirements, indicating that the layouts allow a lot of space to move around freely and that the lower level would be the only level in use.

## **5. Diversity Training**

**Dalpe** stated that the Diversity training by Serrie Consulting was scheduled for November 9, 2006 from 10-4pm. He stated that this was a mandatory training for supervisors and managers, and strongly encouraged other staff to participate, as well as Board members.

## **X. Committee Reports**

### **1. Art Committee- Palestinian Mural Project**

- **Chairs Report**

**McDonald** stated that the committee was putting together a response with points of contention in letter to the president, stating the different members had different tasks, and that they were trying to find dates to meet with the president. She further stated that they had set goals and were being optimistic to make a final attempt to meet with the president.

### **2. Arts Committee- Native American Mural**

- **Chairs Report**

**Cardenas** stated that the committee should have the second draft of the mural by November 13, 2006 and that the committee hopes to showcase the draft on December 7, 2006 for more community input, and to complete the image by February 1, 2006 to bring to the Board.

**Dalpe** suggested that the Arts committee discuss the showcasing with the Community Relations committee.

### **3. Finance**

**Salomon-Johnson** pointed out that the discussion items that she requested to be added to the agenda multiple times were still not on the agenda. She further requested that they be added to the next agenda.

- **Transparency and Accountability Plan**

**Salomon-Johnson** stated that they were putting an add in the newspaper in two weeks that was approved at the last Board meeting.

### **4. Master Plan**

- **Major Projects**

**McDonald** stated that **Dalpe** reported the Major Projects in his report.

- **Minor Projects**

**McDonald** inquired about the installation of the 2 plasma Television screens in the lobby.

**Dalpe** stated that they were working with technical services to improve the image quality, and noted that they were installed for advertising purposes for promoting events being held in the Student Center, and possibly University events as well. He noted that the goal was to provide students with the opportunity of promoting their events.

**McDonald** stated that they were looking into options for replacing the chairs in the lobby.

## **5. Vendor Services**

- **Photo Copiers**

**Morales** stated that the copiers should be in by the end of the month.

- **Business Program Opportunity**

**Morales** stated that the Business Opportunity Program will bring more revenue into the Student Center, and that **Edina Bajraktarevic** would present a proposal at the next meeting.

- **Vendor Compliance**

**Morales** stated that all vendors were in full compliance.

## **6. Human Resources**

- **HR Mgr Selection update**

The HR Manager was selected and his first day of service would be November 13, 2006.

- **Hiring Prioritization- Vacant Positions**

The vacant positions were prioritized as follows: the Associate Director of Business & Finance, the Assistant Director for Operations and the Meeting Services coordinator.

**Singh** inquired about what happened to the status of the Budget Analyst position.

The chair encouraged **Singh** to apply for the position of Associate Director.

*Morales exited 12:08 p.m.*

## **7. Community Relations**

- **Filipino Mural Celebration**

**Fowler** stated that they received feedback from on/off campus and felt it most likely be postponed until April 2007.

*Fowler exited at 11:54 a.m.*

## **8. Rules**

**Salomon-Johnson** stated that the Rules committee was hoping to hold a larger democracy forum with more student engagement, and they were recruiting eight student members and volunteers to put together the Town Hall Meeting.

## **9. OSPLD Advisory Committee**

- **Report On Committee Meeting**

*Whearty spoke regarding the Elections Committee.*

**Whearty** stated that the candidates have submitted their letters of intent and have been reviewed and approved to run in the Elections.

## **XI. Announcements- None**

## **XII. Adjournment**

The meeting was adjourned at 12:13 p.m.

Respectfully Submitted,

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Guy Dalpe, Executive Secretary, SCGB Committee

Date