



**Associated Students Inc.**  
**San Francisco State University**  
**Facilities & Services Council**  
**Minutes**  
**July 25th, 2018**

Chair, **Monica DiLullo**, has called a meeting of the **Facilities & Services Council** on **Wednesday, July 25th, 2018** at **11:00am - 12:00om** in **Delmy Rodriguez (T-152)** in the **Cesar Chavez Student Center**.

**I. Call to Order**

Meeting called to order at 11:05am.

**II. Roll Call**

VP of Facilities & Services - Present

VP of Finance - Present

Graduate Rep - Present

Senior Rep - Present

Sophomore Rep - Present

HSS Rep - Present

Education Rep - Present

**III. Approval of Agenda**

**Motion to approve the agenda for July 25th, 2018.**

**Moved by Grad Rep , seconded by VP of Finance.**

**No opposed. No abstentions. Motion passed.**

**IV. Approval of Minutes**

**Motion to approve the Minutes for February 8th, 2018.**

**Moved by VP of Finance , seconded by Senior Rep .**

**No opposed. No abstentions. Motion passed.**

**Motion to approve the Minutes for April 16th, 2018.**

**Moved by Senior Rep , seconded by VP of Finance .**

**No opposed. No abstentions. Motion passed.**

**BOARD OF DIRECTORS**

**1650 Holloway Ave | Cesar Chavez Student Center | M-102 | S.F., CA 94132**

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**V. Announcements** (2 minutes each). Please submit literature to Chair when meeting begins.

**Education Rep** met with the ECEC, to have recurring emails and in-person, weekly check-ins and volunteer walkthroughs.

**VI. Public Comment** (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.

No Public Comment

**VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.**

No Closed Session

**VIII. Old Business**

**a. Facilities & Services Charter (Discussion/Action Item)**

**The Council will discuss and possibly take action on the Council's charter, its layout, and potential changes to make.**

**Motion to table Old Business Item a. Facilities & Services Charter to the end of the agenda.**

**Moved by VP of Finance, seconded by Grad Rep.**

**All opposed. No abstentions. Motion failed.**

**VP of Facilities & Services** said that **Grad Rep** has been making changes to the Facilities & Services charter. **VP of Finance** spoke about reviewing positions in the charter. **VP of Facilities & Services** suggested **VP of Facilities & Services** as chair and two members from BOD and AED of Facilities & Services, to keep UCorp representative, and then add a second section that states that membership following June 31 2019 will include new titles. She confirmed that changes to the charter can be made by the new **VP of Facilities & Services**. **VP of Finance** suggested having a list of recommendations for positions, and **VP of Facilities & Services** said that the **Director of Recreation, Health and Wellness** and **Director of Sustainability and Basic Needs Assembly** will report back to the Facilities & Services Council. **Alejandro Rios, AED of Facilities & Operations** said that the Dean of Students started to be on the charter when the merger occurred, so as to have an administrator from Student Affairs, but stated that this was not necessary. **VP of Facilities & Services** said that the **Director of Sustainability & Basic Needs Assembly**, including basic needs initiatives on campus such as the food pantry, would be part of the charter.

**1. Assemblies (Discussion/Action Item)**

**The Council will discuss the various Assemblies that are to be held under the Council, their efficacy and necessity, and possible membership and meeting schedules of these Assemblies.**

**VP of Facilities & Services** said both the Sustainability & Basic Needs Assembly and the Master Plan Advisory Assembly need a chair, and that she was hoping to chair the Sustainability Assembly. She continued to say that the Master Plan Advisory Assembly needs a chairperson who would work alongside **Alejandro** to discuss big projects. She mentioned that it would be ideal for a Rep to take that on. She stated that the Master Plan Advisory Assembly

would have meetings with ideally more student involvement, and then take actions and suggestions to the Facilities & Services Council to be approved. **Alejandro** said that before a project comes up he will confer with the Advisory Assembly. **VP of Facilities & Services** said that **Sophomore Rep** can chair the Master Plan Advisory Assembly right after the Facilities & Services meeting, and invite more students to be involved in the decisions.

## **IX. New Business**

### **a. Membership (Discussion/Action Item)**

**The Council will discuss and possibly take action on the membership of the Facilities & Services Council for Summer and Fall 2018..**

**Motion to approve Membership for Facilities & Services Council Summer & Fall 2018: Sophomore Rep as Vice chair, Grad Rep, Senior Rep, HSS Rep, VP Finance, and Education Rep in the Council.**

**Moved by HSS Rep, Seconded by VP of Finance**

**No opposed. No abstentions. Motion passed.**

### **b. National Student Leadership Diversity Conference (Discussion)**

**The Council will discuss the National Student Leadership Conference (NSLDC), to be held February 8-9 2019, the potential of co-sponsoring the event, and the liability and concerns involved.**

**VP of Facilities & Services** said that **VP of External Affairs** discussed liability for this conference. **VP of Facilities & Services** said that **Jesus Garcia, Student Trust Officer** sent her an email and suggested a few people who should be notified about this event. She also mentioned that in regards to risk management, Jesus gave the council three points to focus on: as far as mitigating risks, the university requires special event liability insurance for large groups, and each off campus vendor used has to provide insurance evidence and supporting documents before being allowed on campus to serve food. She said that the cost special event liability insurance must be looked into, and that manpower cost should also be factored into how much it will cost Associated Students overall. She stated that it was important to know where to pull from the budget to cover providing the space, so that this event would not take money from other groups on campus who may want to have their own events.

**VP of External Affairs** said that the Ceceilyn Miller Institute would be able to provide insurance for the event, and that while **Horace Montgomery, Interim Executive Director** was working on the cost of Associated Students topping that with its own insurance, it is also an alternative that if the board won't sponsor it, a student organization could. He said that the 50<sup>th</sup> Anniversary of Student Strike and Ethnic Studies (formerly known as the Student Activities Committee under the Ethnic Studies Committee) is a student organization in the process of being registered, and that they may be interested in sponsoring the event. **Alejandro** asked if Associated Students sponsoring the conference meant that Associated Students would be facilitating the conference, and the **VP of External Affairs** answered that they would just be hosting the conference. He continued that in exchange for using meeting space, the event would provide Associated Students with food from our vendors and 40 free attendees at a value of \$269 each. **VP of Facilities & Services** said that the board should decide who gets to attend the conference. **VP of External Affairs** said that **Manuel Perez, VP of Diversity and Equity**, is interested in finding out more about this event in order to give a broader range of students the opportunity to participate. The **VP of Facilities & Services** suggested to have 15 seats for the Board of Directors and other seats for students at large. **VP of External Affairs** said that people from the Cal State Student Association are interested in attending, which makes this event an opportunity for San Francisco to shine in diversity and equity. **Alejandro** asked about the time and duration of the events on both Friday and Saturday, and **VP of External Affairs** replied that the **VP of Facilities & Services** has the

sample schedule, and it shows that the event will be from 5PM to 9PM on Friday, and 8AM until 5 or 6PM on Saturday. He described the programs included: Friday would be a workshop on identity, while Saturday would have breakout workshops in Rosa Parks A-C and Jack Adams Hall. **Alejandro** mentioned that the Cesar Chavez Student Center closes at 10PM on Friday, and 4PM on Saturday, and that Associated Students would have to compensate for the remaining hours.

Sophomore Rep exited the room at 11:10

**VP of Facilities & Services** has discussed with **Edina Bajraktarevic, Associate Executive Director, Business Admin and Finance** that **VP of External Affairs** could create a packet for this event and have the Finance Committee and the Facilities & Services Council review it. **Alejandro** asked about the deadline, and **VP of External Affairs** answered that the event had two options between SFSU and Embassy Suites at the airport, and that as of now they have placed Embassy Suites on hold but not sure for how long. He said that rooms are already booked for those dates. **VP of Facilities & Services** suggested for **VP of External Affairs** to bring a packet and proposal to the next meeting, **VP of Finance** asked for a packet for the Finance Committee too.

Sophomore Rep entered the room at 11:13

**Motion to go back into Old Business item a. Facilities**

**Moved VP of Finance, seconded by Education Rep**

**No opposed. No abstentions. Motion passed.**

**VP of Facilities & Services** said that the council can vote on this assembly at the next meeting, for both the Sustainability Assembly and the Master Plan Assembly. She suggested to allow them to create their own charter with more student involvement, and also to provide them with a framework for membership for the year 2019-2020.

**X. Adjournment**

**Motion to adjourn meeting at 11:34**

**Moved by VP Finance, seconded by HSS .**

**No opposed. No abstentions. Motion passed.**

Approved by: ~~Monica DiLullo~~

Respectfully submitted by: Natalie Ngu

