

*This meeting was facilitated via an online Zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions*

**ASSOCIATED STUDENTS OF CALIFORNIA STATE UNIVERSITY, CHICO  
ASSOCIATED STUDENTS BUSINESSES COMMITTEE  
MEETING MINUTES**

**Monday, February 1, 2021**

**10 a.m.**

**Via Zoom**

**Members Present:** Austin Lopic, John Barron III, Michelle Korte, Stacie Corona, Megan Odom, Dan Herbert, Duncan Young

**Members Absent:** None

**Others Present:** Karen Bang (recorder), Tom Rider, Susan Jennings, Hugh Hammond, Katrina Robertson, Katie Peterson, Thang Ho, Lauren Lathrop, Connie Huyck, Corinne Knapp

- I. **CALL TO ORDER** – The Chair, Lopic, called the meeting to order at 10:05 a.m.
- II. **MECHOOPDA LAND RECOGNITION** – The meeting was started with the reading of the Mechoopda Land Recognition statement.
- III. **AGENDA** – **Motion to approve the 2/1/21 agenda (Corona/Odom) 6-0-0 MSC.**
- IV. **APPROVAL OF MINUTES** – Minutes of the 12/7/20 regular meeting. **Motion to approve the minutes of the 12/7/20 regular meeting, as presented (Herbert/Corona) 6-0-0 MSC.**
- V. **ANNOUNCEMENTS** – Lopic reminded that if students are continuing their education at Chico State that the Wildcat Scholarship application deadline has been extended to February 22. He recommended getting a letter of recommendation from faculty or staff.
- VI. **BUSINESS**
  - A. Action Item: Approval of Revised Resolution for Establishing Time and Location for Associated Students Businesses Committee Meetings for the Spring Semester of Academic Year 2020-21 (Korte joined the meeting at 10:08 a.m.). **Motion to approve Revised Resolution for Establishing Time and Location for Associated Students Businesses Committee Meetings for the Spring Semester of Academic Year 2020-21, as presented (Herbert/Young).** – Lopic said due to the change in the meeting time, approval of the revised schedule is needed. **7-0-0 MSC.**
  - B. Discussion Item: 11/30/20 Dining Services Financials – Rider reviewed the financials with the committee, noting that Cal Fire was still here so income was up, which directly corresponds with Net Income being so high. They were not here in December so that number will be closer to zero for December. He said Net Income for the month was a positive of \$94,573, which brings us to \$192,174 over budget for the year so far. Rider said that's where we're currently at regarding owing University Housing back. Corona asked how it will work regarding paying University Housing back at the end of the year. Rider said for December we're at about \$2,000 under, which will start shaving some of the YTD. He said he's assuming our projections will be a lot closer, depending on expenses. One of the reasons they're below for December was due to unexpected electric car expenses. He noted they try to shoot for zero.
  - C. Discussion Item: 11/30/20 AS Wildcat Store Financials – Jennings said that Income came in at \$17,656, Expenses and Transfers at \$64,936, Net Decrease for the month was (\$47,280) and Commission Income at \$127,089 YTD.
  - D. Discussion Item: 10/31/20, 11/30/20 and 12/31/20 Follett Wildcat Store Financials – Lathrop reviewed the October financials, noting online sales were up 121% compared to last year. Overall, October was a very tough month in sales. For November, the Textbook Department saw a decrease of \$1,542 overall and an increase in online sales of 141% compared to last year. Overall, sales were down 72%. For December, Lathrop said Textbooks saw an increase of 192% due to the stellar adoption percentage for winter session. General merchandise was down 56% and she noted that Faculty/Staff Appreciation sales were very low this year. Overall, sales were down 63%. Discussion was held regarding convenience store items. Odom asked

if the AS and Follett contract was renewed for one more year. Lathrop said it's for two years and Jennings noted it hasn't been finalized yet but they should be able to provide an update at the next meeting.

- E. Discussion Item: 12/31/20 Auxiliary Activities Fund Capital Expenditure Report – Jennings reviewed and noted there have been no Capital Expenditure purchases so far for this fiscal year.

**VII. DINING SERVICES DIRECTOR'S REPORT** – Rider said it is budget season and also noted they are working on the particulars of next year's contract with Housing. He said he has been told so far, and what they're aiming for currently, is 1,000 students in the residence hall, which translates to 700 to 750 due to quarantine space requirements. It's also looking like up to 30% to 40% on-campus capacity possible. He said although this is positive, this leaves us with not having enough business in order to support ourselves. He noted 750 students aren't even close to the break-even number for Housing. He said it will be another year of running with a deficit and the challenges of doing that. Rider said some students will be on meal plans with flex cash. Students/faculty/staff will be on campus somewhat so we will need to provide some services. He said it's going to be an off year/transitional year again and Dining Services will need to restyle themselves again. • Rider said vaccines are rolling out and a number of his staff have already received theirs. He said all of his staff are housed in one spot and he is looking at perhaps making cohorts of small groups so they wouldn't get wiped out if there is a COVID issue. Corona said as a member of the EOC, that the percentages keep changing and the last she heard was that it is less than the 35-40% on campus learning recently stated. • Korte asked Rider if he's taking any steps to market off-campus delivery for meal plans going into this spring semester and fall. Rider said they've been successful with the 100 person delivery system so far but it's a different scale to do it in the thousands. He said they will have delivery for sure and noted that Housing wants to make sure that we're able to provide meals to quarantined students off campus. From there, will build it on what's available to us, what is approved in the budget, etc. He said they're not sure if they will be starting right away in fall for off-campus meal delivery plans. Rider said he also likes the idea of delivering to offices on campus. He said he'd also like to open the Market Place as a ghost kitchen for them to use to push things out, noting the Deli counter could be used as a spot to pick up online orders. Investing in a credit card based on-line ordering platform would need to be done. He said there are also very small, very focused opportunities for them to sell, such as via food carts. Rider said he and Jamie Clyde are pushing for at least this next year to have another contract with University Housing for a zero dollar net gain, hoping to break even. • Korte said many of the downtown businesses are using this time to pivot in response to the pandemic and quarantine and said we have to make sure we're utilizing this time as well to pivot and be comparable in the market place. Rider said Chow Now is a good ecommerce platform that they're reviewing. Regarding ghost kitchens, Young asked if Rider was pursuing virtual brands, where commercial kitchens are used. Herbert said if Rider was interested in experimenting with a property that is closer to University Village, like Cedar Flats or Post on Nord, with the idea of not having to drive all over the campus neighborhoods dropping off meals, he could connect him with people to explore this option. He said these locations represent properties where hundreds of our students reside. Rider thanked everyone for their suggestions and further discussion was held. Huyck expressed concern that she doesn't want this to negatively impact the residents in the residence hall meal plan operation and agreed that a separate kitchen, such as the Marketplace, for their other ideas would be the route she'd like to see them go.

**VIII. CHICO STATE WILDCAT STORE DIRECTOR'S REPORT** – Lathrop said regarding the adoption percentage rate for the spring semester, they adopted 2,721 sections with an item. She said that's about 300 more than they had the prior spring, and they haven't seen that number in a few years, which was exciting. On the flip side, they adopted 2,024 titles (book or materials). She said they've never adopted that much in the entire time of having a contract with the AS. Lathrop said they are getting information from instructors as well as actual titles from them, which translates in to a significant decrease in special orders. Lathrop said online orders are where their business is right now and traffic in the store is significantly low. Preliminary numbers for January's online shopping numbers are just under 3,400. Last year they had around 1,900 online orders in January. Herbert said the faculty response is encouraging and thanked her for her attention to this. Lathrop said they did a lot of work with the Provost's Office, which helped with the numbers and also had individual conversations with faculty, explaining the reason students need to be able to purchase books from the bookstore.

**IX. EXECUTIVE DIRECTOR'S REPORT** – Clyde was absent.

**X. VP APPOINTEE'S REPORT** – Barron said BMUC met last Monday. The WREC has been moved 100% outside, to the parking structure. He applauded them for their hard work in setting this up and being proactive instead of reactive. He noted that students have to sign up for a specific time slot.

- XI. CHAIR'S REPORT** – Lopic said this has been a very long process for the WREC 2.0. in the parking structure and they won't be allowed to reopen the WREC until the county moves into the orange tier. He said he's looking forward to budget season.
- XII. ANNOUNCEMENTS** – Young said Happy Monday.
- XIII. PUBLIC OPINION** – Limited to three minutes per speaker, five minutes for entire topic – None
- XIV. ADJOURNMENT** – The Chair, Lopic, adjourned the meeting at 11:02 a.m.