Monday, January 25, 2016

Members Present: Matt Zaleski, Megan Odom, Stacie Corona, Michelle Korte, Amanda Labrador, Brent Adams

Members Absent: Pedro Douglas, Kevin Hernandez

Others present: David Buckley, Mary Cox (recording), Jamie Clyde, Susan Jennings, Sarah Foisy, Elaine Kramer, Thang Ho

I. CALL TO ORDER – The Chair, Zaleski, called the meeting to order at 10:01 a.m.

II. AGENDA – No changes

III. APPROVAL OF MINUTES – Minutes of the regular meeting of 12/7/15. Motion to approve minutes of the regular meeting of 12/7/15, as presented (Labrado/Odom). 6/0/0 MSC.

IV. ANNOUNCEMENTS – Clyde introduced Elaine Kramer, the new Catering/Conference Services Manager.

V. PUBLIC OPINION – Limited to items on the agenda – None

VI. OPINIONS – None

VII. BUSINESS

A. Information Item: 11/30/15 Chico State Wildcat Store Financials – Jennings shared information regarding the CSWS financials for the AS. She reported no operating income or cost of sales, Follett commission was $36,965, there was a one-time bonus of $9,722 and utility reimbursement was $4,377.

B. Information Item: 11/30/15 Dining Services Financials – Clyde shared a PowerPoint presentation of the Dining Services financials for November 2015. Residential dining was 16.92% lower than budget for cost of sales with an average plate cost $2.25, and payroll was 16.97% lower than budget due to vacant career staff and a difference in allocated wages. Cash ops operating income was 6.36% lower than budget with payroll higher than budget of 3.55%, mostly due to increased sick time, how Clyde’s wages are allocated, and some higher student staffing. Total op expenses was 9.47% higher than budget mostly due to some Rush Personnel temp positions that were filled. YTD operating income was 2.8% better than budget. Marketplace cash op was 2.97% lower than budget but labor and cost of sales were in line. Common Grounds YTD op income was 8.51% better than budget with cost of sales and labor in line. Butte Station YTD op income was 3.51% better than budget. Holt YTD was 10.45% worse than budget but cost of sales and labor were better than budget. Catering YTD was 7.92% better than budget but took a significant hit in November. Labor and cost of sales were less than budget. Concessions/Vending YTD was 53.37% better than budget, with cost of sales better than budget but labor a little higher. Discussion was held.

VIII. DINING SERVICES DIRECTOR’S REPORT – Clyde reported that the new Catering/Conference Services Manager, Kramer, started a couple of weeks ago. They are working on combining and streamlining the two departments, as well as revising the catering menu. She reported Dining is also working on 3-5 year strategic plans, and has begun the budgeting process for revised 15/16 FY and new 16/17. Clyde reported that Dining is transitioning to a new produce vendor, Daylight Foods, and they may switch to Sysco as the broad-line distributor.

IX. CHICO STATE WILDCAT STORE DIRECTOR’S REPORT – Foisy shared a PowerPoint presentation of the CSWS financials for Follett. In December they finished 10% up from previous year but they were down compared to two years ago. Foisy reported this was mostly due to not having the mall store the past two years during Christmas. She is going to discuss with her managers to see if it is something they would like to do this year. She reported that the C-store is up compared to last year but down compared to two years ago. She reported that textbook adoptions with professors are up. Foisy also shared information regarding the current remodel and shared pictures of some of the changes and new wall/window graphics. Discussion was held.
X. **EXECUTIVE DIRECTOR’S REPORT** – Buckley reported that AS staff attended the AOA Conference. He reported that he attended one of the presentations moderated by Susan Wilke, the consultant hired by Dining Services a few years ago. She shared information about various student meal plans, which she stated are significantly different from school to school. Buckley reported that he also attended a marketing session put on by San Luis Obispo. He shared that the session showed him what a marketing department can and should be doing. He reported that he was asked by the Board to look into creating a centralized marketing department, and he will let the committee know how that transpires. Buckley reported that the auditors finished up and there were a few findings. Once Buckley receives the final report he will present it to the committee. Buckley reported that the Housing director retired in December. Drew Calandrella hopes to have the position filled by May. The new dining director position has been posted and will close in February. Buckley also reported that the Board hired a consultant to perform a wage comparability study, which should be completed in February. Discussion was held.

XI. **VP APPOINTEE’S REPORT** – Labrador reported that BMUC approved SFAC funding for various projects and the pool has new boilers and UV systems. She also reported that there is a new VP of Facilities & Services as Charlie Curtis resigned.

XII. **CHAIR’S REPORT** – Zaleski reported that the new VP of Facilities & Services is Andrew Roberts.

XIII. **ANNOUNCEMENTS** – None

XIV. **PUBLIC OPINION** – None

XV. **OPINION** – None

XVI. **ADJOURNMENT** – The Chair, Zaleski, adjourned the meeting at 10:48 a.m.