

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

Monday, February 17, 2020

9 a.m.

BMU 205

Members Present: Chris Taverite, Stacie Corona, Mattea Bertain, Michelle Korte, Megan Odom, Nicole Loiseau, Dan Herbert

Members Absent: Austin Lopic (excused)

Others present: Karen Bang (recording), Susan Jennings, Tom Rider, Lauren Lathrop, Katrina Robertson, Thang Ho

- I. **CALL TO ORDER** – The Chair, Taverite, called the meeting to order at 9:02 a.m.
- II. **AGENDA** – **Motion to approve the 1/27/20 Special meeting agenda (Bertain/Odom) 7-0-0 MSC.**
- III. **APPROVAL OF MINUTES** – Minutes of the 1/27/20 regular meeting. **Motion to approve the minutes of the 1/27/20 regular meeting, as presented (Odom/Corona) 4-0-3 MSC.**
- IV. **ANNOUNCEMENTS** – Taverite thanked the committee for meeting today for this Special meeting.
- V. **BUSINESS**
 - A. **Information Item: 12/31/19 Dining Services Financials** – Rider reviewed with the committee the December financials for each area of Dining Services. He noted that in December there were more days of business than was allotted for in the budget, which affected the budget. Dining Overall income was up 4.63% for the month, Net Income 'up' 1.55% for the month. Regarding the Marketplace, Rider said inventory, customer theft and employee theft were recently looked at. He said there were problems with the inventory list not being updated as items arrived and then were used. In addition, pricing amounts had not been updated. The inventory list has since been updated and a team of two, one from the front of the house and one from the back of the house, and also a third person, will remain a constant team to do inventory. In addition, Inventory Day will be changed to every fourth Saturday. Rider said a customer theft audit was done and based on the audit, a new entrance to the Marketplace has been set up; everyone must enter through the left side. He said the long-term plan is to make everyone pay first. Rider would also like to put a cashier's station at Grains & Greens but has received pushback from FMS. He said the other quick fix is to turn cashier stations and have the line start from the north side. Regarding employee theft, Rider said employees are now required to go to Cashier #1 to pay, which tripled the numbers almost immediately. Korte asked if any of this needs to be applied to other Dining areas and Rider said he has tasked James Lehr to look at this. Discussion was held regarding FMS and the number of jobs being done in the BMU. Rider said installation of the Ozzi machine is the most important FMS work that he needs to have done. Corona said to let her know if he needs assistance with FMS. Rider explained that in the Marketplace, he now has two kitchen people running both the back and front of house, which is working quite well. A flow chart for 1/31 through 2/19 was distributed by Rider and reviewed with the committee. Rider said that in addition to EBT being accepted at Urban Roots, Butte Station began accepting it in January, which has caused their numbers to increase substantially.
 - B. **Information Item: 12/31/19 AS Wildcat Store Financials** – Jennings shared the Wildcat Store Financials, noting Income at \$63,611, Expenses & Transfers at \$71,116, Net Decrease of (\$7,505), Commission Income was at \$353,408 YTD.
 - C. **Information Item: 12/31/19 Local Agency Investment Fund (LAIF) and Certificates of Deposit (CD) for quarter ending 12/31/19** – Jennings reviewed the Auxiliary Business section of the LAIF report, noting an annualized rate of return at 2.28%, interest earned of \$31,400. CD's for the Wildcat Store showed a rate of return at 2.325%, interest earned \$4,690.
 - D. **Information Item: 12/31/19 Auxiliary Activities Fund Capital Expenditure Report** – Jennings reviewed the second quarter purchases.

- VI. DINING SERVICES DIRECTOR'S REPORT** – Rider said he would be speaking with representatives this week from both Round Table and Habit Burger. He said there was some catastrophic equipment failure in the Marketplace this week. Rider reviewed current Dining Services staffing, noting their goal is to hire as many part-time casual staff as possible to help reduce call-outs from student employees. He said there has been recent discussion regarding career employees who make less than \$15/hour, and bringing them up to \$15/hour. He said this would be great, as it would make us competitive to other places in town who are paying less. Rider said Sally the Robot, a salad-making robot, would be available for demonstration soon. He said this robot could be set up for after-hours use, when other Dining areas are closed. Rider said Dining would be involved with a new Alumni event, which is being held in October that will be a traditional style homecoming event – held Thursday through Sunday. Rider said sustainability wise; they received their first vegetable order from the Organic Vegetable Project at University Farm and served the food at Sutter. Rider said they are eliminating plastic products where possible. He is speaking at the This Way to Sustainability event in March to talk about how they plan to normalize sustainable behavior on this campus. Rider said the Marketplace would be reducing their burgers down to a plain start with a patty and bun. Extra items (add-ons) will be an up-charge so that people can create their own burgers. He said this would be a cheaper option for student consumers and reduce student employee demand.
- VII. CHICO STATE WILDCAT STORE DIRECTOR'S REPORT** – Lathrop shared a PowerPoint about the Chico State Wildcat Store, providing information on the Higher Education Opportunity Act (HEOA) compliance and how it relates to the Wildcat Store. In order to maintain compliance they can improve adoption rates, recommend affordable options, be transparent with textbook requirements/prices, and have immediate access programs. She shared what Sacramento State's course schedule currently looks like on Discover and how easy and helpful it is. She said this is something that they are trying to implement for Follett (Bertain left the meeting at 9:58 a.m.). Lathrop shared the vision for what this would look like once they have it and how it will benefit students and increase profits for the store. She said Discover has been talked about for years and this is the furthest progress that has so far been made on it. She said some schools have increased their sales by 20%.
- VIII. EXECUTIVE DIRECTOR'S REPORT** – Absent.
- IX. VP APPOINTEE'S REPORT** – Absent.
- X. CHAIR'S REPORT** – Taverrite thanked everyone for making it to this special meeting.
- XI. ANNOUNCEMENTS** – None.
- XII. PUBLIC OPINION** – Limited to three minutes per speaker, five minutes for entire topic – None.
- XIII. ADJOURNMENT** – The Chair, Taverrite, adjourned the meeting at 10:05 a.m.