

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

Monday, March 9, 2020

9 a.m.

BMU 205

Members Present: Chris Taverrite, Michelle Korte, Austin Lopic, Mattea Bertain, Megan Odom, Nicole Loiseau

Members Absent: Stacie Corona, Dan Herbert

Others present: Jamie Clyde, Karen Bang, (recording), Steve Novo, Tom Rider, Katrina Robertson, Elaine Kramer, Jocelynn Velasquez

- I. **CALL TO ORDER** – The Chair, Taverrite, called the meeting to order at 9 a.m.
- II. **AGENDA** – **Motion to approve the 3/9/20 agenda (Lopic/Loiseau) 5-0-0 MSC.**
- III. **APPROVAL OF MINUTES** – Minutes of the 2/17/20 Special meeting. **Motion to approve the minutes of the 2/17/20 Special meeting, as presented (Korte/Lopic) 5-0-0 MSC.**
- IV. **ANNOUNCEMENTS** – None
- V. **BUSINESS**
 - A. **Information Item: 1/31/20 Dining Services Financials** – Rider reviewed the financials with the committee, noting that Dining Overall Income was up for the month 4.03%, Net Income was up 108.58%. He noted Maintenance/Repairs costs were up due to various machine issues. Sutter Dining Income was up 5.75%, Net Income up 19.28%, Cash Ops Income was up 1.16%, Net Income ‘up’ 18.08%. He also reviewed financials for the other areas of Dining Services and noted payment is expected this week from our concessions vendor.
 - B. **Information Item: 1/31/20 AS Wildcat Store Financials** – Clyde reviewed the financials, noting Income for the month of \$135,658, Net Increase for the month of \$54,789, Commission Income at \$476,343 YTD. She said Jennings did a full analysis of the year to see where we think we would fall for the full year and it appears to be trending about \$10,000 less down than expected.
 - C. **Information Item: 1/31/20 Follett Wildcat Store Financials** – Novo said that digital text sales had the strongest lift in January at +16%. He said they are working to get Discover on campus and are making a lot of headway due to support from the AS and campus. General sales were down 9.5% primarily due to weak sales in general books. Klean Kanteen and Hydroflask had an outstanding month. Both institutional and personal computer sales were weaker than normal. YTD computers are down 25%. Novo said general parking spots across the street were significantly decreased due to an increase in reserved spots, which he believes has caused a drop in bookstore sales. He is reviewing and will report back regarding this. Korte asked if the institutional computer sales drop is due to a timing issue and Novo said he believes purchasing overall is down for the campus for institutional sales. He said they are seeing a lot of institutional computers coming in for repair, which means they’re not buying as many.
- VI. **DINING SERVICES DIRECTOR’S REPORT** – Rider said he met with folks from Pieology last week and explained that he will be meeting with a franchisee that owns the Yuba City store soon as he is who he would be working with. Rider said Round Table Pizza will be providing information to him this week. He said he has reached out to The Habit Burger Grill and hasn’t heard back yet. Rider provided a COVID-19 update, explaining a dining area currently used for 30 students in the Konkow Residence Hall has been emptied in case food needs to be prepared if students are quarantined. Rider said he has done an inventory of some of the items that they need and just received a large order of hand sanitizer, bleach, paper plates, water bottles, gloves, etc. He is meeting with his team to see what else they might need. He explained that if campus does need to be shut down, he is making sure we have supplies for a two-week period if needed. He said they are focusing on residents that may be in residence if the campus closes down.

- VII. CHICO STATE WILDCAT STORE DIRECTOR'S REPORT** – Novo distributed flyers that are going out in conjunction with the California Affordable Learning Solution Center to faculty regarding the Fall 2020 course material deadline of April 6, 2020, noting they are pushing for campus adoptions in the store in order to be in compliance with HEOA. This would help students to know what all the expenses are going to be before signing up for classes. He said a lot of faculty on campus want to have the capability of going through other sources for course materials and explained that if Cal Works or Veterans Affairs program students purchase through another vendor, they can't get course materials paid for via their funding source. He said they are trying to find out what books are being set up for purchase other than through the bookstore so that they can get a few of these books in the bookstore for these students. Korte asked if they offer a delivery service for books and Novo said they tried a delivery service to the dorms three years ago and it was hardly used.
- VIII. EXECUTIVE DIRECTOR'S REPORT** – Clyde reported that she met with the EOC, the group comprised of various areas on campus that is meeting regarding preparing for a COVID-19 emergency if necessary. She suggested checking their FAQ on-line as they have done a good job providing a lot of information. She said that currently travel has not been restricted for our staff regarding going to conferences or CSSA. Cleaning has been increased at all AS locations. In terms of Cash Ops, she said the campus has been advised that we would be scaling way down and possibly closing in case of spread. She also advised EOC that there is a natural tendency to look at the AS as the operators who move food and get to all the different areas. She said the reality is that there are only so many that can cook food so it's important that we stay healthy. We would be pushing food out, instead of necessarily bringing people to our areas, to help stop further outbreak. Clyde said they are moving forward with the Wellness Center downstairs, met with the contractors, and it is still scheduled to open during the early spring semester next year or possibly as early as November of this year. Clyde said it is being recommended to the Board at this Friday's Board meeting to do a two-year extension with Follett. Clyde said there have been many meetings regarding enrollment and it's projected to be down, so very conservative budgets are being put together for 2020-21. They are using a budget estimate of 15,200 students. She said there could be up to an \$800,000 shortfall for the Union and Activity Fee. Dining would see this in sales projections as they don't get any actual money from stateside. She noted enrollment is supposed to look flat like this for approximately three years. Clyde said Shar Krater will be moving out of Conference Services and over to the Wildcat Leadership Institute and focusing her efforts there. Sicheneder will be overseeing Conference Services in addition to the Union, and will be moving to the BMU. Clyde said AS elections will be held for a 24-hour time period, beginning April 1.
- IX. VP APPOINTEE'S REPORT** – Lopic reviewed the 1/31/20 financials that were presented at the March 4 BMUC meeting.
- X. CHAIR'S REPORT** – Taverrite said spring break is next week.
- 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 9:35 a.m.