

**ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY, CHICO
BELL MEMORIAL UNION COMMITTEE MEETING
MEETING MINUTES**

Thursday, October 19, 2017

2 p.m.

BMU 205

MEMBERS PRESENT: Zach Scott, Art Cox, Joshua Colclazier, Trevor Guthrie, Moses Salgado, Carlene Dyer, Roman Aguirre, Annabel Grimm

MEMBERS ABSENT: Vincent Rivera and Joel Ramirez

OTHERS PRESENT: David Buckley, Karen Bang (recording), Vikram Badri, Jamie Clyde, Curtis Sicheneder, Deborah Lemmo, Colette Young, Jon Wallingford, Thang Ho, Charlie Foor

- I. **CALL TO ORDER** – The chair, Scott, called the meeting to order at 2:01 p.m.
- II. **AGENDA – Motion to approve the 10/5/17 agenda, as presented (Guthrie/Dyer) 7-0-0 MSC.**
- III. **APPROVAL OF MINUTES** – Minutes of the regular meeting of 10/5/17. **Motion to approve the minutes of the regular meeting of 10/5/17, as presented (Guthrie/Colclazier) 7-0-0 MSC.**
- IV. **ANNOUNCEMENTS** – None
- V. **BUSINESS**
 - A. Action Item: Approval of Revisions to Associated Students Corporate Codes – Duties for the Associated Students Vice President of Facilities and Services. **Motion to approve revisions to Associated Students Corporate Codes – Duties for the Associated Students Vice President of Facilities and Services, as presented (Aguirre/Salgado) 7-0-0 MSC.**
 - B. Action Item: Approval of Revisions to Associated Students Corporate Codes – Bell Memorial Union Committee Code. **Motion to approve revisions to Associated Students Corporate Codes – Bell Memorial Union Committee Code, as presented (Salgado/Dyer) 7-0-0 MSC.**
 - C. **BMUC Overview** – Buckley first reviewed the Board and Committees’ organizational chart. He noted that ultimately the Board could overturn a committee action item; however, this rarely happens. He explained the functions of each committee and the Board of Directors. Buckley said the operating budget for the BMUC is comprised of BMU and WREC operations and are funded primarily through mandated student fees of \$798. Total revenue at \$13,345,918, total local operating budget: \$7,544,210. Total debt between this building and the WREC is approximately \$5 million per year. Revenue generating areas were next reviewed. Buckley said we’ve looked in to buying our own warehouse, instead of renting Rainbo Warehouse, but have been unable to locate a close location to campus. Buckley reviewed usage of the Rainbo Warehouse with the committee. He said BMUC’s areas of focus are the facilities that we run (WREC, BMU and warehouse). He next reviewed strategies and opportunities that the committee will consider, such as responding to the changing needs of students, thinking long term, not spending more than is generated, being efficient, maintaining reserves, generating revenue, reducing expenses, being cognizant of need for future fee increases. He also reviewed 2017-18 topics that may come up this year such as staff vacancies, future fee increase, BMU renovations/capital expenditure projects, space allocation, increasing student programs, Strategic Plan and SFAC allocations. Buckley noted that student BMUC members are also on SFAC. He advised the member to think not only about being landlords, but also about services and programs.
 - D. **Conference Services Presentation** – Lemmo provided an overview of Conference Services, noting this last week was the busiest week of the year. She said they prepare reservations for all spaces in the BMU, provide technical support to clients, produce sound and lighting for theatrical productions, set-up/tear down of equipment and furniture and organize daily/weekly meeting space. She explained that more than a year ago, Conference Services and Catering combined into one department, and they’re now located in the same space. Lemmo said they serve student groups, the AS, state funded groups, non-state funded groups as well as outside groups. She noted student groups have the first priority for all bookings. She next reviewed what they charge, noting all rooms for student groups are free. Building usage was next reviewed and Lemmo said student groups made 2,303 bookings during 2016-17, or 52.38% of total bookings. She said the building is open approximately 340 days per year and total bookings for 2016-17

were 4,396, with auditorium bookings at 175. She said there were 315 more meetings held in 2016-17, compared to the previous year. Lemmo clarified that student groups have to be recognized, and classes cannot be held in BMU conference rooms. Buckley said it's good for the committee to see this information because entities outside of the AS have wanted to see if they could take over a conference room to place a program, and it's important to see how much our rooms are used, especially by the student groups. He said there are 250 student organizations on this campus.

E. Information Item: Tour of the BMU – Scott said the committee would be given a tour of the BMU after today's meeting.

- VI. **EXECUTIVE DIRECTORS REPORT** – Buckley said the Board is dealing with some issues regarding health insurance for employees, as well as retirement.
- VII. **WREC DIRECTORS REPORT** – Sicheneder said they have two new employees at the WREC and are down a couple of folks in their custodial department. Sicheneder noted he and Teresa Clements are doing onboarding for new employees at the WREC. He said turnstiles were replaced this summer. Sicheneder said he has put forth a P.O. to a vendor for new spin bikes for their spin room and a new squat rack has been added in the personal training area. He updated the committee regarding various upcoming events, including the bike auction, which was held yesterday. He explained that UPD collects abandoned bikes, and after 90 days they are given to the Bike Cart to prepare for sale, which provides scholarships for students to attend AO trips. He said Keith Crawford was recertified this week for Swift Water Rescue Instructor, and can certify others. Sicheneder noted that several trips had to be moved due to northern California fires. He said AO's trip sales are on pace to reach up to 95% in sales.
- VIII. **ASSOCIATE EXECUTIVE DIRECTOR'S REPORT** – Clyde said Conference Services and Catering are extremely busy with constant events. She updated the committee regarding various events and advised there were some picketers at the Women's Resource Center event on Friday. She said the AS supports freedom of speech and all groups are accepted here. She said SFAC meetings would be scheduled soon. • Clyde advised the Pouring Rights RFP responses are due this Friday and there are two proposals, one with bottled water, and one without. She said public forums will be held for each of the companies and the vendor chosen will start as of January 1, 2018. Buckley said we have been with Pepsi since 1995. Clyde said all three groups have been very competitive, with over 200 questions. Buckley said a five year contract is generally the industry standard and Clyde said we also carry 20% of outside products. • Buckley said the Board discussed controversial speakers coming to campus. He said the AS and University don't have a specific policy for this and are working on policies. He said although we haven't had controversial speakers here, other schools are being challenged on their policy or procedures. He said we've been consistent with concerts; we work with UPD and they tell us what costs are, and the group would have to pay for the police security. He said regarding speakers, they are discussing who pays for security, consistency and the issue of inside security vs. outside security. He said the AS has responsibility for inside our building, outside of the building would be under the purview of the UPD. Grimm said there is conversation at the Chancellor's Office regarding guidelines, policies, and a possible Executive Order regarding this.
- IX. **VPS' APPOINTEE REPORT** – Aguirre reported that the Real Food Challenge was presented and explained to the ASBC members. He said Dining Services plans on reaching 20% of the food on campus being Real Food by 2020, and hope to hit 20% by this year. Clyde said Real Food is ecologically sound, humanely raised, organic or fair trade. She said we're at 16% right now and we're one of the front-runners of the CSU campuses.
- X. **CHAIR'S REPORT** – Scott had no report.
- XI. **ANNOUNCEMENTS** – None
- XII. **PUBLIC OPINION** – Limited to three minutes per speaker, five minutes for entire topic – None
- XIII. **ADJOURNMENT** – The Chair, Scott, adjourned the meeting at 3:09 p.m.