Monday, March 9, 2015

Members Present: Nicole Lung, Stacie Corona, Michelle Korte, Pedro Douglas, Megan Odom

Members Absent: Amelia Lowry, Michael Wood, Kyler Newton

Others present: David Buckley, Ewan McCloy (recording), George Rankin, Susan Jennings, Sarah Foisy

I. CALL TO ORDER – The Chair, Lung, called the meeting to order at 11:01 a.m.

II. AGENDA – No changes

III. APPROVAL OF MINUTES – Minutes of the regular meeting of 2/23/15. Motion to approve the minutes of the regular meeting of 2/23/15, as presented (Douglas/Corona), 5-0-0 MSC.

IV. ANNOUNCEMENTS – None

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

VI. OPINIONS – None

VII. BUSINESS

A. Information Item: 1/31/15 Dining Services Financials – Rankin reviewed the financials with the committee. He said it’s an interesting month because students are coming back from the Christmas holidays and these financials look different than usual. He said this is a critical month on how labor is managed for Dining Services. In summary, total retail sales are within $2,300 of the budget. He noted good performance overall from all units. Retail sales would have exceeded the budget except for the shortfall in other income due to a timing issue with Pepsi support funds. He said these funds will be realized in February. Rankin said product costs were not as concise as desired due to a change in prime vendor and a transition in software. He said there is an indication that considerable savings will be realized. Lung asked why October was so high with cash operating income in the midyear. Rankin explained this is due to October being one of the few full months with no breaks. He said there has been a focus in having better pricing that reflects the market off campus. Labor issues with the midyear increase in minimum wage will be difficult in the future. Payroll expenses are looking good.

B. Information Item: 1/31/15 Chico State Wildcat Store Financials – Jennings reported the Wildcat Store financials noting that sales activity for the sale of inventory to local vendors is subject to sales tax. She said the store is doing a lot of eBay sales that are hitting other income and book sales tax at the time of recording sale. There were some books that were not purchased back by Follett. Part of the cost in the financials is the cost of monthly rent to the Union. The minimum guarantee of sales from Follett is $1.1 million for the year. The meeting was put on hold when Corona left the meeting and was called back to order at 11:21 a.m.

VIII. DINING SERVICES DIRECTOR’S REPORT – Rankin said that the change of a prime vendor from US Foods to PFG is going well. He is working on budgets for the next year. Rankin discussed the rollout of a new inventory program called CostGuard, noting it is a $7,000 program entirely funded by PFG with software features beyond inventory.

IX. CHICO STATE WILDCAT STORE DIRECTOR’S REPORT – Foisy said there was a decrease in total textbook sales for the month of February. However, rental sales for the month of January and February increased significantly from last year. Textbook returns are happening right now and a certain unit of textbooks will be kept for potential future sales. She said clothing had a healthy increase in sales from last year. Supplies were very healthily stocked, but the store might be missing some key items. Foisy said to combat this potential issue the new General Merchandise Manager will be going out when book orders are made and talking to faculty about their necessary supplies. The convenience store is working closely with Dining to figure out how to turn around an issue in number of orders on hand. Jennings asked about staffing and Foisy replied that there has
been some sick staff which is a little difficult and there is also a training issue. She said it's good that the store has been busy but a high amount of people waiting to buy products could be an issue. Stocking and inventory issues in the Convenience Store were discussed. • Lung asked about feedback from the recent Grad Fest. Foisy hasn't been able to talk to everyone on the team on how the event went, but she heard that the turnout was good. However, there were issues with preparation prior to the event starting. Odom attended the event and said there were some issues with the flow of the stations, but the attendance was good. Lung said alumni and near-alumni were looking for apparel at this event and suggested having more alumni apparel closer to commencement. Buckley suggested for the next report to have the analytics of the future budget as well as some preliminary budgets to compare to last year. Foisy said a sale will be held on April 1. Also, a corresponding event will be created to increase traffic.

X. EXECUTIVE DIRECTOR’S REPORT – Buckley reported that he and other staff will be discussing the change in minimum wage and adjusting the career pay scale that has not been adjusted for 8 years. This will be discussed at the Board of Directors later today. • Buckley said an agreement for financials through NetSuite has just been signed. He also said that work being done with ADP should finish in about a week or so.

XI. VP APPOINTEE’S REPORT – Lowry was absent.

XII. CHAIR’S REPORT – Lung said she is finalizing the scholarships for student organizations receiving discounts on on-campus catering. She will return to the committee with information on this as soon as possible.

XIII. ANNOUNCEMENTS – There is a chance for people to be a part of a facewall that will be created for one side of the new Taylor Hall building. Silhouette pictures can be taken in BMU 220 and the facewall will be put up in January of 2016.

XIV. PUBLIC OPINION – None

XV. OPINION – None

XVI. ADJOURNMENT – The Chair, Lung, adjourned the meeting at 11:41 a.m.