

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, September 1, 2017**

**1) Call to Order and Attendance**

Chairperson, Karina Cruz, called the meeting to order at 10:06 a.m.

**Present**

Karina Cruz  
Amanda Pablos  
Ranferis Hernandez  
Grace Iheke  
Marquel Reid  
Daniel Cutrone  
Paz Oliverez  
Stephen Rice  
Justine Blakely  
Cecilia Ortiz  
Marcelo Vazquez  
Erick Garcia  
Roshni Thomas

**Absent**

Tamala Lewis  
Richard Chester  
Homaira Masoud

**Staff**

Jaime Leal  
John Stigar  
Melissa Bancroft  
Giselle Atallah

**Guests**

Anthony Thompson

**2) Approval of Agenda**

Grace Iheke moved to approve the agenda for September 1, 2017; Marquel Reid seconded the motion.

The motion to amend the agenda passed unanimously.

***Motion passed. 7-0-0***

Student Affairs Manager, Dr. Stephen Rice arrived at 10:13 a.m.

Alumni Representative, Erick Garcia arrived at 10:13 a.m.

**3) Approval of Minutes**

Justin Blakely moved to approve the minutes of June 2, 2017 with the amended name corrections; Grace Iheke seconded the motion.

Dr. Oliverez inquired on the plans to revisit the MCC Coordinator Invoice. Director Ortiz stated that conversations would continue.

The motion passed unanimously.

***Motion passed. 9-0-0***

**4) Approval of Minutes**

Justin Blakely moved to approve the minutes of June 14, 2017 with the amended name corrections; Marquel Reid seconded the motion.

The motion passed unanimously.

***Motion passed. 9-0-0***

**5) Chairperson's Report**

Chairperson Cruz welcomed the Board and reported that she presented in classrooms to recruit students to volunteer in Board advisory committees.

**6) Director's Report**

Director Ortiz reported improvements to the LSU; per student request, the LSU added two microwaves in food court, for a total of 4. During the summer, the East Walkway was waterproofed

to prevent future leaks and the original (1992) portion of the building underwent a roof project, which has a 20-year warranty. The LSU further updated audiovisual (A/V) capabilities in the meeting rooms to enhance guest experience. Guests will be able to control the projectors and built-in-speakers. If a guest has an Apple product, they have the ability to mirror their device. Director Ortiz stated that the LSU would like more A/V improvements to occur but it depends on what year-end saving there are or what is budgeted.

The LSU hosted an Open House event during Welcome Week; the program encompassed two days to accommodate morning and evening students.

Planned fall semester projects include, overhaul of outdoor furniture, which are worn, to make room for softer and more comfortable seating. Purchasing new tables for meeting and event spaces, as current tables are in disrepair and past their useful life. Any furniture in good condition will be kept.

**7) Personnel Committee Report**

The committee met on August 29, 2017. The Personnel Committee reviewed applications for the Student-at-Large vacancy and held interviews. The committee also reviewed proposed changes to the Facility Engineer position description.

**8) Public Comment**

No one from the public addressed the Board.

**10) New Business**

**a. Student-at-Large Appointment**

Due to time-certain the order of business was modified.

At the June 2017 meeting, the Board appointed three of the four Student-at-Large positions. Since then, the LSU has marketed and solicited applications. Two students submitted applications and interviews were held. One candidate was in their first semester at the University and did not meet the accumulated units required for consideration. They were encouraged to maintain involvement and participate in an advisory committee.

The committee recommends Anthony Thompson for appointment as Student-at-Large.

Anthony Thompson is a second year Administration & Finance major, involved with clubs on campus, part of the LSU Finance Committee, and worked for Old Navy. He feels the desire to apply himself because people have seen potential in him, he wants to be better and tap into the potential in others. Thompson plans to balance academic responsibilities and the Board by managing his time. He currently works in the CSUDH Office of Administration & Finance, his boss is supportive and his hours are flexible. He believes himself to be a structured person and plan. He has applied for this position and already has time set aside to be committed to the monthly Board meetings. He is comfortable speaking and reaching out to students and he feels he can promote and better the resources for them. His long-term goal is to graduate with his Bachelors, eventually go to Medical School and become an Orthopedic doctor for the NBA.

Dr. Daniel Cutrone moved to appoint Anthony Thompson as Student-at-Large; Grace Iheke seconded the motion.

The motion passed unanimously.

***Motion passed. 9-0-0***

9) **Old Business**

a. **Officer Appointment**

The election of Secretary was conducted by ballot voting with simple majority.

i. **Chairperson**

Ranferis Hernandez-Cabrera self-nominated for Secretary of the Board. Grace Iheke nominated Anthony Thompson for Secretary of the Board. Anthony Thompson accepted the nomination.

Ranferis Hernandez-Cabrera spoke to his strengths as an analyzer who reviews information and knows how to cite sources.

Anthony Thompson spoke to his experience in Associated Student Body at his high school. He stated his familiarity with the position of secretary and knows the commitment and time constrain that it entails.

*Anthony Thompson received the majority vote and was appointed Secretary of the Board of Directors.*

b. **Advisory Committee Chair Appointments**

The advisory committee chairs shall be elected from among the four Student-at-Large directors. The Board Chairperson is automatically an ex-officio member of all advisory committees.

Amanda Pablos self-nominated as Chair of the Facility Use Advisory Committee. Anthony Thompson self-nominated as Chair of the Finance Advisory Committee. Ranferis Hernandez-Cabrera self-nominated as Chair of the Personnel Advisory Committee.

Grace Iheke moved to appoint Amanda Pablos as Chair of the Facility Use Advisory Committee, Anthony Thompson as Chair of the Finance Advisory Committee, and Ranferis Hernandez-Cabrera as Chair of the Personnel Advisory Committee; Marquel Reid seconded the motion.

The motion passed unanimously.

*Motion passed. 10-0-0*

10) **New Business**

b. **Facility Maintenance Supervisor**

In June 2017, when John Stigar received a promotion to the Assistant Director Facility Operations, the Facilities Engineer position became vacant. The Facilities Engineer was last updated when the LSU was undergoing construction and there was a need for an engineer. In 2016-2017, the LSU solicited a consultant to reconcile job duties to positions descriptions and titles to find alignments and discrepancies. The Personnel Committee recommends changes to the Facilities Engineer position description.

The proposed changes are to reflect the job functions and duties of the position. Major changes include updating format to current LSU position descriptions. Combining the 40% time spent on facility maintenance and repairs and 30% time spent on preventive maintenance to 60% Facility Maintenance and Repairs, which includes tasks like preventive maintenance. Adding a section on time spent on safety such as serving as building marshal. Updates to qualifications. Lastly, change in position title from Facility Engineer to Building Maintenance Supervisor.

The Board inquired on the cost implications, Director Ortiz clarified that there is none, as it is a budgeted position.

Anthony Thompson moved to approve the Building Maintenance Supervisor; Ranferis Hernandez-Cabrera seconded the motion.

The motion passed unanimously.

*Motion passed. 10-0-0*

**c. ASI/LSU Combined Ad-Hoc**

ASI President Justin Blakely informed the Board of his desire to have ASI and LSU to collaborate and address challenges experienced by club and organizations. Challenges such as the University not accepting classroom requests for clubs and organizations, lack of club accessibility in LSU meeting spaces due to the doubling of club and organizations at CSUDH, and revisiting co-sponsorships to increase the experience for clubs. He proposed that LSU could look into how to better support clubs through meeting spaces, and ASI by assessing and managing their partnership with OSL.

Director Ortiz supports a collaboration between ASI and LSU to address such concerns. Director Ortiz feels that efforts should go to addressing challenges that ASI and LSU have influence over. The LSU can look over data on use of meeting spaces, the number of requests for meeting space by club and organizations.

Dr. Stephen Rice moved to establish an ASI and LSU combined ad-hoc committee to address challenges experienced by club and organizations; Dr. Daniel Cutrone seconded the motion.

The motion passed unanimously.

*Motion passed. 10-0-0*

Grace Iheke moved to appoint Justin Blakely, Grace Iheke, Amanda Pablos, Dr. Daniel Cutrone, and Marcelo Vazquez to the ad-hoc committee; Amanda Pablos seconded the motion.

Amanda Pablos will serve as lead for the LSU and the committee will dissolve when the work of the committee has ended.

The motion passed unanimously.

*Motion passed. 10-0-0*

**d. Organizational Goals**

As a point of information, Director Ortiz shared the long-term organizational goals established on March 3, 2017. It is Director Ortiz's intention to update on the status of goals in subsequent meetings.

The goals are as follows: 1) student awareness of the LSU mission and active participation in shared governance, employment, programs, and services offered, 2) responsible and transparent stewardship of LSU assets 3) collaborate with student affairs, auxiliary organizations and academic departments to promote school spirit, 4) holistic development of students in order to help prepare future global leaders ready to succeed in their chosen profession, 5) satisfy the university community's service needs in an aesthetically pleasing, welcoming and inclusive environment.

**e. BOD Annual Goals**

Vice Chairperson Amanda Pablos shared her goals for the Board: for the Board to collectively work together to have successful year, for the Board to be present, minimizing cellphone use increasing respect of others and opportunity for understanding content, and for the Board to be mindful of themselves while on and off campus as representatives of LSU.

Discussion was held on what constitutes an expectation or a goal for the Board. A possible goal is to look into a project for the LSU to consider what is next for the LSU.

Erick Garcia moved to table BOD Annual Goals for the next Board meeting; Grace Iheke seconded the motion.

The motion passed unanimously.

***Motion passed. 10-0-0***

**11) Public Comment**

No one from the public addressed the Board.

**12) Announcements**

As of Friday, September 1, 2017 CSUDH will be a smoke-free campus. The LSU has removed all smoker poles. In collaboration between ASI and LSU, an Ice Cream Social will be held to recruit interest in both respective Board of Directors.

**13) Adjournment**

Chairperson, Karina Cruz adjourned the meeting at 12:02 p.m.

Approval of minutes:

Anthony Thompson  
Secretary

or

\_\_\_\_\_  
Chairperson, Karina Cruz

Date of approval:

10/6/2017