

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, February 5, 2016

1. Call to Order and Attendance

The meeting was called to order at 10:09 AM by Chair, Erin Hardimon.

Present

Erin Hardimon
Kristina Chandler
Edwin Avelar
Janette Solano
Adriana Gamino
Dr. Stephen Rice
Richard Chester
Jordan Sylvestre
Robert Fenning
Cecilia Ortiz
Sam Mori
Dr. David Braverman

Absent

Dr. William Franklin
Patricia Ann Wells
Lily Yang
Tamala Lewis

Staff

Jaime Leal
Arnecia Bryant
Giselle Atallah
Parker Chalmers
Carole Dowell

Guests

Julio Romo
Ashley Hidalgo

2. Approval of Agenda

Mr. Sylvestre moved to approve the agenda for February 5, 2016; Secretary Avelar seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

3. Approval of Minutes

Mr. Sylvestre moved to approve the minutes for December 4, 2015 Board of Directors (BOD) meeting; Vice Chair Chandler seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

4. Chair's Report

Chair Hardimon attended Toro Days, an event hosted by the Division of Student Affairs. She shared her excitement of the Greek Showcase revival. Other events included Are you smarter than Faculty & Staff? Chair Hardimon felt Toro Days showed a lot of school pride, she emphasized her excitement that students were able to build-on their school pride.

5. Director's Report

Director Ortiz reported four (4) additional collaborative work stations were installed in the lower level during winter break. The addition of these stations have increased seating capacity and added different types of functions for student-use, improving the dynamics of the lower level. As a result of a fourth billiard table that was added, the game room has experienced an increase in use and revenue. She expressed her happiness that student-life is increasing and happening in the facility.

In efforts to increase student and Board member interaction, Director Ortiz encouraged the Board take a look at the LSU spring calendar of events, find opportunities that match with the Board's schedule, and experience the work of the students. The LSU will be initiating recruitment efforts for new Student at Large members. Director Ortiz reminded the Board, to encourage students – in which they are in contact with – to consider applying. If students have any questions they can contact the LSU Administration Office at 310-243-3854.

In regards to student recreation and wellness, the LSU will be distributing informational posters throughout campus. These posters will have info. graphics of what was learned from the survey conducted last spring. Students will have the opportunity to provide feedback or become more involved. The Board was informed that the LSU annual report will be upload to the website and be distributed via email.

The ballroom audio/visual equipment is in disrepair and has an outdated computer program. It will cost the LSU approximately \$175,000; this cost is to repair or replace the existing system not enhance the equipment capabilities. Director Ortiz shared that she is looking in to options to manage the project and holding off in purchasing chairs for the ballrooms. As a reminder there are not enough chairs in inventory to setup the ballrooms to capacity. Director Ortiz will notify the Board of the best course of action.

The LSU is reviewing applications for the professional staff vacancies, with a low volume of applications the LSU is extending the search. In the meantime, the LSU will be moving forward with qualified candidates to schedule interviews. Lastly, Director Ortiz shared that team members of the union are finalizing a live-chat feature which will provide service online to students, prospective students or those interested in the LSU. This medium will be beneficial and provide an alternative mean of communication for deaf and hard of hearing students.

6. Facility Use Committee Report

The Facility Use Committee met on January 26, 2016. The committee reviewed and measured the progress of the two previously established goals. The goals are as follows: 1) The Student Union will foster full inclusion for a safe space of gender expression, and cultivate an environment that incites learning and community building by May 2016 and 2) Educate users on facility use and services, simultaneously conduct research of student needs, and determine best use of facility allocations by May 2016.

The committee has strived to accomplish said goals by adding new furniture in the pre-function area and repurposing furniture to cultivate environments that incite multi-dimensional learning, such as the collaborative work stations. In efforts to foster open and inclusive spaces for all gender expression, and meeting the needs of disabled students, there has been intentional rearranging of furniture, oriented on increasing group dynamics.

Committee members have facilitated one-on-one conversations with students to gauge their perspectives of services in the LSU. The committee has also discussed the status of the TV Lounge, Meditation, and KDHR space; the purchase order (PO) has been signed and the project has been reportedly given the “go-ahead” to begin. While construction takes place, students will be able to see the progression of the space through a visual wall that will be installed. Mounted on the visual wall, will be a blueprint of the construction. The committee is currently evaluating how to make the visual wall adaptable for visually impaired students.

7. Finance Committee Report

The Finance Committee met on January 26, 2016. The committee reviewed the in-kind remuneration reports, long-term financial planning, and the 2nd Quarter Report which will be shared with the Board.

8. Personnel Committee Report

The Personnel Committee met on January 27, 2016. The committee reviewed the BOD Student at Large recruitment, LSU Director evaluation process and timeline. The next meeting will be held on February 24, 2016 at 1:00 PM.

9. New Business

a. 2nd Quarter Finance Report – Finance Committee

Janette Solano, Chair of the Finance Committee presented the summary of the LSU 2nd Quarter Report. Ms. Solano highlighted line-items that are significantly below or exceed the optimum range of 50%.

Vending/tix sales/vendors 90%, is due to increase use of game room. The Game room has experienced more students visiting on Fridays and an increase of revenue due to the added billiard table. Due to pending invoice university rent is at 0%, miscellaneous income does not have a percentage because it is a line-item not budgeted for, and total income is in optimum range with 48%.

Line-items operating expenditures 31%, and repairs and maintenance 26% are below optimum range due to pending projects. Due to pending invoices utilities and services 40%, accounting/audit/attorney fees 38%, salaries-reimbursed 0%, and campus wide programs 28% are below optimum range. As a result of some student assistant vacancies, salaries-students is below optimum range at 41%. OPEB expense is at 6% this is due to pending contribution in February 2016 to the VEBA trust; by the 3rd quarter financial report this line-item will go up. The line-item total expenses is below optimum range at 39%.

For clarification the Board inquired to the difference between OPEB expense and benefits. The benefits line-item is present benefits to currently employed staff such as vacation. OPEB expense is post-employment benefits, benefits that staff will receive in the future. The Board also sought clarification in regards to campus wide programs. Director Ortiz clarified that the first quarter commences July 1st and the second quarter ends December 31st, with campus wide programming typically occurring at the end of August and mid-January. Therefore, because of timing, current expenses will not be reflected in this report.

b. Programming Focus & Approach – Finance Committee & Facility Use Committee

Director Ortiz prefaced the conversation of this item as coming from the Finance Committee and Facility Use Committee regarding programming focus & approach. The conversation being held by the respective committees are related to how the division programs, the types of activities that the LSU programs, the intent and scope of activities, and determining what makes sense for the union to program moving forward.

Director Ortiz believes the dialogue held within the Board can be instrumental to the division, in order to continue to broaden the conversations and partnerships with the Office of Student Life (OSL), Associated Students Incorporated (ASI), Veterans Support Programs (VSP), Women's Resources Center (WRC), MCC, clubs, organizations and Greeks. The intent for the division is to be more intentional in programming efforts, supportive of one-another, and to minimize what appears to be programming competition.

The Finance Committee informed that they are reviewing the remuneration terms of the sub-lease agreements for two particular tenants of the union, ASI and OSL. The committee wants to clearly define what are the expectations and partnerships that each tenant shall meet in lieu of monetary rent. What programs do these entities produce, what is the scope of these programs, what is the attendance expectations and overall outcome expectations; these are examples of what the committee wants to clearly define. However, the committee has not moved past this initial conversation without a larger divisional conversation and agreement taking place.

The Facility Use Committee informed that they have been looking at how the facility – both indoors and outdoors – are used. In particular, the committee is considering if there are opportunities to increase or to take-on new types of programming efforts that will support growth and interest in recreation and wellness.

The aim is to discern the Board's interest on these conversations and to share the Board's interest with the division. The intention is to improve the experience of student-life by fostering these conversations.

Chair Hardimon shared that ToroLink is a system that allows groups to share their calendars, however, she believes a conversation should be held prior to the advertising phase. Dr. Braverman shared that he plans to gather all programmers in the division to learn what is going on in each area. Mr. Chester addressed the concern that the campus is aware of the reasons why the small number of students who are involved became involved, but unaware of the reason, factors or interest of students who are not involved. The conversation shifted to methods through which the campus and the LSU can gather better diagnostics and track demographics of students attending programs; finding out which groups are currently being served and which ones are under-represented. In her interactions with many students, Vice Chair Chandler learned that students feel intimidated to attend programs or to become involved. She believes evening students are not given the same opportunities as day-time students to be active on-campus.

Dr. Braverman invited the Board to continue this conversation at the Student Affairs Town Hall Meeting on Friday, February 26, 2016. The focus of the town hall is to set strategic goals for the division regarding areas of interest such as programing. Chair Hardimon, Vice Chair Chandler, Secretary Avelar, and Ms. Solano committed to attend the meeting and to be a voice for student interests.

c. Fall Programs Report

Parker Chalmers, Program Coordinator and Ashley Hidalgo, Activities Assistant presented the LSU fall programs report. The LSU held 41 programs during the fall 2015 semester with a total of 4,550 participants. One of the most successful events of the fall semester was Latin Heat, a three-part series providing Latin dance lessons (Salsa, Bachata, and Merengue). The last lesson concluded with a live band and a taco cart catered by DH Catering; a total of 194 participants attended. As each year passes this event continues to grow in size and popularity.

Another successfully but unexpected hit of the fall semester was the movie screening of Jurassic World. With the change of location from indoors to the north lawn, the LSU saw an increase of participants. As faculty, staff and students made their way to and from class, the event saw over 150 participants. In the fall 2015 semester the LSU increased the amount of wellness events produced. Three LSU Art events were debuted: Paint Night, Art Therapy, and an interactive Mural Painting. Bubble Soccer was also introduced to promote being active, which students responded well. This event is a testament of how students who never met before can come together and make lasting memories.

Stress Breaks also saw a change with the introduction of the Spa Zone, held in Ballroom B, this space included free massages, nap stations, and DIY aromatherapy kits. Having a majority of the stress breaks in the ballroom level allowed for a more relaxing tone. The incorporation of old and new favorites such as puppy party, pizza giveaway, and bubble soccer, students were able to have fun and release energy before finals week.

ASI President, Jordan Sylvestre stepped out at 11:28 AM.

Interim Associate VP Student Affairs, Dr. David Braverman stepped out at 11:30 AM.

LSU Activities Office took this opportunity to introduce the newly hired Social Media Assistant, Julio Romo. Mr. Romo shared with the Board some of his work such as a video advertising the Billiards Tournament, engagement with general followers on Instagram, and candid-shots (pictures) captured at Toro Days.

ASI President, Jordan Sylvestre returns at 11:33 AM.

Interim Associate VP Student Affairs, Dr. David Braverman returns at 11:33 AM.

10. Announcements

Screening of The New Black Documentary will be held on Wednesday, February 17th from 5:00 PM – 7:00 PM in LSU Ballroom. The screening will be followed by a panel discussion. This marks the first program held by the Safe Space Committee.

Men’s Retreat will be held from Friday, February 19th to the 21st. The retreat is a great opportunity for males to expand their leadership skills, create bonds of brotherhood, develop mentorship, and increase your social responsibility. Applications are online or at Welch Hall 410.

A Shot of Reality will be held on Tuesday, March 22nd from 5:00 PM – 8:00 PM in LSU Ballroom B.

11. Adjournment

The meeting was adjourned at 11:33 PM by Chair Hardimon.

Approval of minutes: *Edwin Avelar* or _____
Secretary, Edwin Avelar Chair, Erin Hardimon

Date of approval: 03/04/16

