



**Loker Student Union, Inc.**  
**Board of Directors**  
**September 6, 2013**  
**Minutes**

**I. Call to Order**

The meeting was called to order at 10:07 AM by Chair, Jordan Sylvestre.

**II. Roll Call & Introductions**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Cecilia Ortiz	Mary Ann Rodriguez	Arnecia Bryant	La'eeqa Aslam
Stacy Dickson	Toni Marich	Carole Desgropes	
Shoaib Madar	Dr. Susan Borrego	Jaime Leal	
Dr. Sonja Daniels	Patricia Ann Wells		
Dr. Stephen Rice	Teela Caldwell		
Gavin Centeno			
David Gamboa			
Jonathan Scheffler			
Jordan Sylvestre			
Barbara Gomez			
Tamala Lewis			
Jesica Rodriguez			
Christina Garcia-Rosales			

**III. Approval of Agenda**

Mr. Centeno made a motion to approve the agenda, Mr. Dickson seconded it. The motion passed unanimously. Chair Sylvestre requested a motion to modify the agenda; changing the discussion item from "i" to "A" – Goal Setting. Mr. Centeno made a motion to approve the amended September 6, 2013 agenda, Mr. Dickson seconded it. The motion passed unanimously. **Motion passed. 7-0-0**

**IV. Approval of Minutes – June 7, 2013**

Mr. Dickson made a motion to approve the June 7, 2013 minutes, Mr. Madar seconded it. Chair Sylvestre requested a motion to modify the minutes by striking out the (????) on the bottom of page 3, X. Action items, Section c. LSU Operating Budget. Mr. Dickson made a motion to approve the amended June 7, 2013 minutes, Mr. Madar second it.

The motion passed unanimously. **Motion passed. 7-0-0**

**V. Chair's Report**

Chair Sylvestre welcomed the Board and stated that he is getting a feel for the Union, meeting with Director Ortiz regularly and look forward to being a good steward. Chair Sylvestre's office hours are Mondays, Tuesdays and Wednesdays from 1:00PM-3:00PM, Thursdays from 3:00PM-5:00PM and Fridays from 10:00AM-12:00PM.

**VI. Director's Report**

Director Ortiz reported on the August 30<sup>th</sup> LSU BOD Retreat; most Students At Large Directors were in attendance except for one and the Director believed it to be quite successful. Director Ortiz reported on the many LSU improvements underway; OSL Construction Project and Clubs and Orgs office swap will be finalized in the next few weeks, the final furniture pieces for the lower level should arrive by September 27 and lastly that many students are enjoying the new furniture as well as the new plants stating they add life to the building. The financial audit is wrapping up over the next couple weeks with the auditors returning to the Board in October with their report. She noted that the audit report will be filed prior to the October Board meeting to meet the Chancellor's deadline. The LSU co-sponsored, implemented and planned the LEAD Initiative (Leadership Educational Advocacy & Development) retreat attended by student leaders including LSU Student At Large Directors. There is also a Catalyst program, focusing on leadership taking place the same day as the BOD meeting. Director Ortiz reported on two open professional staff positions; Services Manager and Facilities Maintenance Assistant. Director Ortiz further reported that approval was received from President Hagan to move forward with the space programming. The President has approved option B. Director Ortiz also reported a new assessment tool called Text and Tell, to be rolled out by Carole Desgropes, Manager, Programs, Marketing and Assessments.

*Tamala Lewis arrived 10:20 am*

In order to increase capacity in the food court, booth seating with cushions will be installed to replace the hard bench seating at the North end of the building between Café 1910 and Johnnie's Pizza. The target goal to begin the project is over the winter break. The LSU rebranding project will be initiated in the fall semester.

*Barbara Gomez arrived 10:30 am*

**VII. Open Forum**

No one addressed the Board.

**VIII. Action Items**

The BOD appointed members to the following advisory committees.

**a. Sub Committee Appointments**

**Facilities Use**

Jonathan Scheffler, Director of Facilities Planning  
Gavin Centeno, Student At Large  
Tamala Lewis, Community Representative  
Jesica Rodriguez, Student At Large  
Christina Garcia-Rosales, Student At Large

**Finance Committee**

Shoab Madar, Student At Large  
Stacy Dickson, Student At Large  
Jesica Rodriguez, Student At Large  
Mary Ann Rodriguez, Chief Fiscal Officer

**Personnel Committee**

David Gamboa, University President Designee  
Christina Garcia-Rosales, Student At Large  
Dr. Stephen Rice, Student Affairs Manager  
Dr. Daniels, AVP, Student Life/Dean of Students  
Barbara Gomez, Alumni Representative

**b. Strategic Space Programming – DLR Group Contract Funding**

Mr. Gamboa made a motion to approve allocation of \$40,543,00, from account CU-201 Repair and Replacement for DLR Group costs for design and construction document services for space allocations and modifications approved at June 7, 2013 Board Meeting, Mr. Madar second the motion. The motion passed unanimously.

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

**IX. Discussion Items**

Director Ortiz led the BOD through a goal setting exercise. The BOD brainstormed long-term goals.

Goals will be reviewed and narrowed down with a timeline and re-presented to the Board at a later date.

**X. Announcements**

Mr. Centeno thanked Ms. Lewis for her assistance at a moment's notice and stated that ASI & NSO were off to a good start. Mr. Centeno has visited many campuses and is excited to begin the partnership with the LSU.

Dr. Daniels announced that the Women's Resource Center Director search is finally underway the Center will be redesigned and located in Small College. A Faculty Fellow will also be attached with the LSU.

Dr. Daniels reminded all of the President's Convocation with nineteen new faculty members coming to the board.

Mr. Gamboa reminded all of the President's coffee and conversation.

Director Ortiz announced the BOD photos at next month's meeting.

Chair Sylvestre closed with thanking the Board and by stating that he is looking forward to serving them.

**XI. Adjourn**

Mr. Dickson made the motion to adjourn the meeting, seconded by Ms. Garcia-Rosales.

**Meeting adjourned at 11:01AM.**

Approval of minutes: \_\_\_\_\_ or \_\_\_\_\_

Secretary  
Board of Directors  
Loker University Student Union, Inc.

  
Chair  
Board of Directors  
Loker University Student Union, Inc.

Date of approval: 10/16/13

**Loker Student Union, Inc.  
Board of Directors  
October 4, 2013  
Minutes**

**I. Call to Order**

The meeting was called to order at 10:09 AM by Chair, Jordan Sylvestre.

**II. Roll Call & Introductions**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Teela Caldwell	Arnecia Bryant	Tanya T. Tran
Stacy Dickson	Tamala Lewis	Jaime Leal	Jessie Wang
Shoaib Madar	David Gamboa		
Christina Garcia-Rosales	Dr. Susan Borrego		
Jesica Rodriguez	Mary Ann Rodriguez		
Dr. Stephen Rice	Jonathan Scheffler		
Toni Marich	Cecilia Ortiz		
Gavin Centeno	Dr. Sonja Daniels		
Ann Wells			

**III. Approval of Agenda**

Chair Sylvestre requested a motion to modify the agenda; tabling the Branding Discussion item to the November Board meeting. Ms. Marich made a motion to approve the amended October 4, 2013 agenda, Mr. Dickson seconded it. The motion passed unanimously.

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

**IV. Approval of Minutes – September 6, 2013**

Mr. Centeno made a motion to approve the September 6, 2013 minutes, Mr. Dickson seconded it. The motion passed unanimously.

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

**V. Chair's Report**

Chair Sylvestre stated that for the month of September he has been working to make the LSU and branding more visible. There is now a Chair's statement posted on the website to give the campus

community a better idea of what the Board of Directors ensures and how the Union operates as an auxiliary organization. Chair Sylvestre participated in Toro Productions "Take the Mic night" and also worked with Associate Director Bryant and Vice Chair Stacy Dickson on achieving attainable goals for this year. Lastly Chair Sylvestre stated that he will be hosting a cultural event, Legends of Belize event on October 30, 1:00PM-4:00PM, with more details to follow. Chair Sylvestre's office hours are Mondays, Tuesdays and Wednesdays from 1:00PM-3:00PM, Thursdays from 3:00PM-5:00PM and Fridays from 10:00AM-12:00PM.

**VI. Director's Report**

Associate Director Bryant is reporting as Director Ortiz on medical leave for 6 weeks. Associate Director Bryant reported the lower level furniture was delivered on September 27<sup>th</sup>, the new furniture has added lots of color/vibrancy, which has increased foot traffic. With most seating offering an electrical resource students have been gathering in droves. The increased seating options have greatly increased the visibility of the Union. Associate Director Bryant also reported that the DLR Design Group initial meeting is off to a good start, plans including color and specifics were discussed. Lastly, Associate Director Bryant discussed the LSU's involvement with building student leaders: The LEAD Initiative, which is working toward developing more students into leaders began with a retreat and conference at the beginning of the school year, the Catalyst<sup>TM</sup> program, a one-day program designed to allow students the time and space to consider powerful questions that move them towards action and following late September was the Student Leadership Conference, featuring workshops reiterating what was learned and how to apply those tools.

*Dr. Rice stepped out at 10:15AM*

**VII. Audit Report**

Tanya Tran and Rene of Vicenti Lloyd and Stutzman presented the audit report to the committee on September 21, 2013. During the presentation the committee had an opportunity to review the audit report and ask questions regarding the Student Union's financial statements. Following the presentation the Audit Committee voted to grant approval to the auditors to file the audit report so it could be submitted to the Chancellor's Office per the September 20, 2013 deadline. Ms. Tran also stated the auditor's findings and gave us the most favorable rating.

*Jesica arrived at 10:35AM*

**VIII. Facilities Use Advisory Committee Report**

The Facilities Use Advisory Committee met on September 23<sup>rd</sup>. The committee discussed the responsibility as a committee member as well as 2013-2014 goals. The committee is also looking to add more students, one of which from disabled student services. The committee also reviewed the campus smoking policy and discussed the new trends in Smoking Vapor Electronic Cigarettes. The committee will follow-up with a report once the research has been completed.

**IX. Open Forum**

No one addressed the Board.

**X. Action Items**

It was the opinion of Vicenti Lloyd and Stutzman that the financial statements listed in the aforementioned table of contents present fairly, in all material aspects, the financial position of the Union as of June 30, 2013 and 2012, and the results of its operations, changes in net position and cash flows for the fiscal years then ended in accordance with accounting principles generally accepted in the USA.

Mr. Centeno made a motion to approve the Audit Report. Ms. Marich seconded it. The motion passed unanimously.

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

**XI. Discussion Items**

Associate Director Bryant discussed vision and goal setting with the BOD. Both the Chair and Vice Chair led the BOD in a brainstorming exercise where they recommended and stated both short- term and long-term visions/goals for the Union. Visions and goals will be reviewed and narrowed down with a timeline and re-presented to the Board at a later date.

**XII. Announcements**

Mr. Centeno mentioned the Latin Heat sponsored by Toro Productions and encouraged the BOD's support.

Chair Sylvestre announced the Legends of Belize event on October 30<sup>th</sup>, 12:30PM – 4:00PM, with prizes (mini iPad & artist picture book) given to students for their essay and best representation of the artist.

Ms. Garcia-Rosales announced Night Under the Stars 8:00PM – 1:00AM on October 25<sup>th</sup> to support the child development center. \$5.00 for CSUDH students and \$10.00 for off campus students.

Mr. Centeno announced Pizza with the President on October 14, 12:00PM – 1:00PM in the pre-function area on the Ballroom level.

**Dr. Rice returned at 11:00AM**

Mr. Dickson announced NABA (National Association of Black Accountants) hosting a free accounting conference from October 10-12<sup>th</sup>. Please register at naba.com.

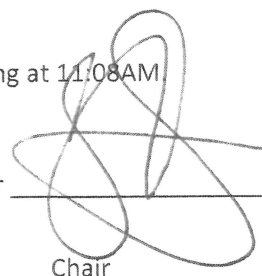
Associate Director Bryant announced the Great California Shake Out on October 17<sup>th</sup> at 10:17AM.

**XIII. Adjourn**

A motion was made by Chair Sylvestre to adjourn the meeting at 11:08AM

**Meeting adjourned at 11:08AM.**

Approval of minutes: \_\_\_\_\_

or  \_\_\_\_\_

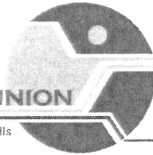
Secretary  
Board of Directors  
Loker University Student Union, Inc.

Chair  
Board of Directors  
Loker University Student Union, Inc.

Date of approval: 11.1.13







**Loker Student Union, Inc.  
Board of Directors  
November 1, 2013  
Minutes**

**I. Call to Order**

The meeting was called to order at 10:10 AM by Chair, Jordan Sylvestre.

**II. Roll Call & Introductions**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Toni Marich	Arnecia Bryant	
Stacy Dickson	Tamala Lewis	Jaime Leal	
Shoaib Madar	Dr. Susan Borrego	Carole Desgropes	
Christina Garcia-Rosales	Gavin Centeno		
Jesica Rodriguez	Cecilia Ortiz		
Barbara Gomez			
Dr. Stephen Rice			
Richard Chester			
Jonathan Scheffler			
Ann Wells			
Dr. Sonja Daniels			

Chair Sylvestre announced the new President's Designee Richard Chester, replacing David Gamboa.

**III. Approval of Agenda**

Chair Sylvestre requested a motion to approve the agenda. Ms. Rodriguez made a motion to approve the agenda, Mr. Madar seconded it. The motion passed unanimously.

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

**IV. Approval of Minutes – October 4th, 2013**

Mr. Dickson made a motion to approve the October 4th, 2013 minutes. Mr. Madar seconded it. The motion passed unanimously.

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

**V. Chair's Report**

Chair Sylvestre stated that for the month of October he has been working with the administration to promote the Student-At-Large position available on the Board, handing out applications to students who are frequently in the building, explaining the details of the position in hopes of having

new member applications for the next BOD meeting. Chair Sylvestre just completed his first event, "Legends of Belize" on Wednesday, October 30<sup>th</sup>. Students have one week to write the paper where they have a chance of winning an iPad mini or different books from the artists that were donated from the event. Chair Sylvester has participated on Personnel committee, Finance committee and Facilities Use committee meetings. Lastly, Chair Sylvester stated that the Toro Zone (Game Room) has been utilized more this semester, during morning hours (approx. 40 plus students), and it's a great sign that our staff and building are working hard in promoting school involvement. Chair Sylvestre's office hours are Mondays, Tuesdays and Wednesdays from 1:00PM-3:00PM, Thursdays from 3:00PM-5:00PM and Fridays from 10:00AM-12:00PM.

**VI. Director's Report**

Associate Director Bryant is reporting on behalf of Director Ortiz. Associate Director Bryant reported that the DLR Group (the firm that is working with us on the Meditation Lounge, TV Lounge, and the KDHR Space) are moving closer on solidifying plans for those specific spaces. ASI has had their representatives present for their portion of the KDHR space and everyone is pleased with what the firm has presented thus far. Final reports on the space plans will be reported back to the Board. The new furniture, powered chairs and tables, have increased usage significantly on the lower level. The prior lower level furniture has been re-purposed to the main level of the LSU, which is the space by the Schools Credit Union. More students are now utilizing that area to lounge and study.

**VII. Facilities Use Advisory Committee Report**

The Facilities Use Advisory Committee met on October 21, 2013. Associate Director Bryant reported the committee is looking to solidify their goals by the next meeting and are still seeking four additional students to be a part of the committee. The committee also verified the Smoking Policy which states the following: The Loker Student Union is a non-smoking building.

**VIII. Finance Advisory Committee Report**

The Finance Advisory Committee met on October 24, 2013. Assistant Director Leal reported the committee reviewed the 1<sup>st</sup> quarter financial report which will be presented to the Board later in the meeting. Assistant Director Leal also stated that the process for collecting payment from campus departments for Facilities Use fees is being updated to a "direct pay" process, where a manual requisition signed by the department fiscal officer will serve as a form of payment. The manual requisition is then submitted with a post event invoice with all final charges to Procurement and Contracts who approve the "direct pay" and forward to accounts payable for check processing.

*Ms. Garcia-Rosales arrived at 10:22AM*

**IX. Personnel Advisory Committee Report**

The Personnel Advisory Committee met on October 24, 2013. Manager Desgropes reported that the committee appointed Jordan Sylvestre as the Chair of the committee and developed two goals for the year: 1) recruit four students to serve on the personnel committee and 2) review all the LSU personnel policies. The committee was also encouraged to recruit students for the BOD Student-At-Large position that is currently vacant.

**X. Open Forum**

No one addressed the Board.

**XI. Discussion Items**

a) First Quarter Financial Report

Assistant Director Leal presented the first quarter financial report which discussed the 2013/2014 proposed budget summary detail. Assistant Director Leal went over revenues which totaled \$2,443,162.00. Total operational expenditures that were \$2,187,159.00, and a cash balance on campus of \$1,904,079.00. Assistant Director Leal distributed the budget summary to the Board.

b) Branding Discussion

Manager Desgroppes showed a video about branding and led a brainstorming session about, "Who is the Loker Student Union?" The Board came up with several ideas which include: services, programs, community, place to connect, rest and study, activities, eat, entertain, hangout and fun. Manager Desgroppes will provide feedback from the various resources she surveyed and report to the Board early next year.

**XII. Announcements**

Manager Desgroppes announced the distribution of the Loker Student Union Annual Report. Also that she and Chair Jordan Sylvestre will be attending the ACUI Region 15 Conference in Honolulu, November 11-14, 2013. Manager Desgroppes also announced Iron Chef on November 21, 4:00-6:00PM.

Assistant Director Leal announced the US Department of Education Public Forum on November 6, 2013.

Chair Sylvestre announced the still vacant Student-At-Large position and encouraged the Board to spread the word.

Ms. Rodriguez announced Dia De Los Muertos (Day of the Dead) Celebration the week of November 4<sup>th</sup> in Multi-Cultural Center and also Diwali (South Asian Festival of Lights), Thursday, November 7, 4:00-7: 00PM.

**XIII. Adjourn**

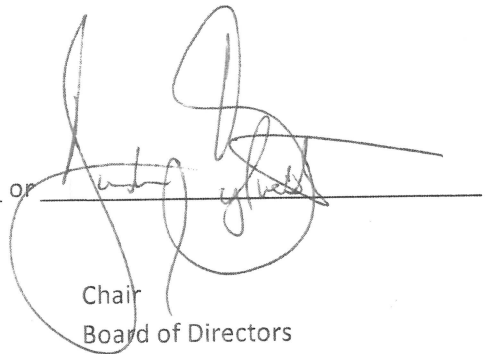
Chair Sylvestre adjourned the meeting at 11:02AM.

**Meeting adjourned at 11:02AM.**

Approval of minutes: \_\_\_\_\_

or \_\_\_\_\_

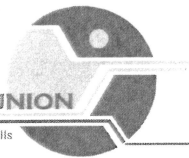
Secretary  
Board of Directors  
Loker University Student Union, Inc.

  
Chair  
Board of Directors  
Loker University Student Union, Inc.

Date of approval: \_\_\_\_\_

12/6/13





**Loker Student Union, Inc.  
Board of Directors  
December 6, 2013  
Minutes**

**I. Call to Order**

The meeting was called to order at 10:12 AM by Chair, Jordan Sylvestre.

**II. Roll Call & Introductions**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Shoaib Madar	Arnecia Bryant	
Stacy Dickson	Dr. Stephen Rice	Jaime Leal	
Christina Garcia-Rosales	Toni Marich	Carole Desgropes	
Jesica Rodriguez	Tamala Lewis	Damesha McKnight	
Barbara Gomez	Dr. Susan Borrego		
Richard Chester	Jonathan Scheffler		
Gavin Centeno			
Karen Wall			
Cecilia Ortiz			
Ann Wells			
Dr. Sonja Daniels			

**III. Approval of Agenda**

Chair Sylvestre requested a motion to approve the agenda. Ms. Rodriguez made a motion to approve the agenda, Ms. Garcia-Rosales seconded it. The motion passed unanimously.

***Motion passed. 6-0-0***

**IV. Approval of Minutes – November 1, 2013**

Mr. Dickson made a motion to approve the November 1, 2013 minutes. Mr. Chester seconded it. The motion passed unanimously.

***Motion passed. 6-0-0***

**V. Chair's Report**

Chair Sylvestre stated that Student At Large – Teela Caldwell resigned, and the Board will continue to recruit for the open position. Chair Sylvestre introduced Karen Wall the new Chief Fiscal Officer designee. He also announced the Legends of Belize winners and discussed his participation in ACUI Hawaii which was the ultimate college experience. The Chair's office hours are Mondays, Tuesdays and Wednesdays from 1:00PM-3:00PM, Thursdays from 3:00PM-5:00PM and Fridays from 10:00AM-12:00PM.

## **VI. Director's Report**

Director Ortiz reported on improving the space in the Union and the booth seating with power near Johnnies Pizza and Café 1910, which will begin over the winter session.

Director Ortiz also discussed the need for a new printer in the Administration office which the LSU has owned over 12 years and parts are no longer available. A new leased printer will cut costs by \$400.00 per month and reduce repair frequency.

The benefits of leasing are better than buying, as the LSU currently does not have a budget plan for purchasing a printer. Facilities Maintenance assistant interviews are complete and recommendations are being discussed. Service Manager interviews will begin in the next two weeks, with 2 new staff members' onboarding in January. Director Ortiz reported the DLR Group is reworking the AV portion of the design re-model and once there is a solid plan in place the DLR Group proposal will return to the Board for approval.

## **VII. Facilities Use Advisory Committee Report**

The Facilities Use Advisory Committee met on November 18, 2013. Associate Director Bryant stated the Facilities Use Advisory Committee finalized review of the Smoking Policy for The Loker Student Union, which states the Loker Student Union is a non-smoking building. This covers vaporized smoking devices.

## **VIII. Personnel Advisory Committee Report**

The Personnel Advisory Committee met on November 21 and also December 3, 2013. Executive Secretary Desgroppes stated the committee discussed the Reservations Support Clerk position which will be discussed during Action Items.

## **IX. Open Forum**

No one addressed the Board.

## **X. Action Items**

### **Reservations Coordinator**

The Personnel Advisory Committee recommended the Reservations Support Clerk position include an 8% salary increase, revised job description of Reservations Coordinator and a one-time bonus of \$4000 for the 19 months that Ms. McKnight has been working in the position. Motion to approve changes to the Reservation Support Clerk position made by Mr. Centeno, seconded by Mr. Dickson. Motion to approve one-time bonus made by Ms. Garcia-Rosales, seconded by Mr. Centeno.

***Motion passed. 5-0-1***

## **XI. Discussion Items**

### **a) Goals**

Director Ortiz opened the discussion on long term goals for the Board of Directors. She distributed information packets that included previously brainstorming notes from both the October 4<sup>th</sup> Board of Directors meeting, and August Retreat. At this point the LSU is looking to get more feedback to refine what will become our long terms goals that the Board of Directors will set forth for the LSU staff to carry out. Once the goals and measurements are established the LSU staff will decide the intended outcomes, and the strategies, which will also move the staff forward in their annual goals and how to measure our success in achieving these goals. Staff will be incorporating what year we believe we can accomplish certain goals. Long terms goals do not necessarily have to have something specific that we can accomplish within a month or a year.

The LSU wants to make sure we are also accomplishing items long term. On the brainstorm wheels, based on the information collected from the previous goals discussions, Director Ortiz did her best to put them into themes. A few major items that came up were, addressing the facility and environment within the facility and addressing the community, brand and marketing, services, programming, and wellness. Some of the comments that came up in the outer circle were aligned with what the Board is looking to achieve.

Some of these can be connected together and be combined that go hand in hand. With the feedback we can gather them and bring back to the January meeting so they can be voted on by the Board, then the LSU can move forward with the staff to execute these plans. So if you review the 'facility environment' – maximizing use of facility and maintain in good condition in order to provide a welcoming engaging place for the campus community to congregate. Then there are the ideas of how we will do that, the preventative maintenance, the sustainability efforts, addressing indoor/outdoor furnishings for the most use. That also goes with what starts to tie into 'community': create an experience within the facility which draws the community in, encourages social exchanges, school spirit and collaboration. To do that we would look at what kind of plan we have for the use of space within facility and show case student and university history to show a pride. Under Brand Marketing: develop a positive emotional bond with the students through marketing programs which will increase their ownership and loyalty and increase volunteering and leadership opportunities. An example of a strategy for that would be to access the use of the facility and how students feel about the Loker student union: to have a base point, a starting point to move forward with that goal. Under 'Services' and 'Offer services' which are valuable to students and the community by expanding use of media, service hours and by improving spaces to properly address all inquiries. Some of the items that came up from the board before are to have friendly and proactive customer service, expand use of Club 1910, and develop an App. Under 'Programming', continue to offer a wide variety of events, and increase programming of wellness and recreational offerings. The use of the word 'programming' is not necessarily an event but facility programming. Incorporating fitness opportunities into facilities to improve resource inventory for event support. In Wellness: develop a method to improve the well-being of students by addressing fitness, healthy eating, and connection to nature through facility improvements, events and services. A way we might be able to do that is to first educate what offerings are here and how they can be used for well-being and also have the staff review so there can be assessment and refining of these ideas. For now Director Ortiz would like to see what feedback the board has so the goals can be refined and added to the full goal plan that has intended outcome strategies. Questions asked in the discussion:

1. "Under the Branding Marketing" how the facility is positioned and branded to the outside community, what conversations have you had about expanding those events or program services for that?"

Director Ortiz responded that branding the facility is actually a goal discussed with Dr. Daniels and a big part of why the LSU is bringing on a Services Manager is to have someone with that background of expertise to be dedicated specifically to growing our conference center program. Director Ortiz suggested that goal fit that under "Services" and note that the LSU is a 'non-profit' institution and cannot be directly competitive with local conference centers and such. Otherwise then we may be taxed for the conference center services we provide. There is a very careful way to do that. The Union has marketed through the past with "UNIQUE Venues" which is an organization that works with higher Ed and other institutions that are not higher profit. Director Ortiz will add that under 'services' and make a note for when the goal is refined.

2. "What do you look for between the strategies and the measurements in terms of long term? Can you identify what that means?"

Director Ortiz responded and explained that ideas can be varied for example, thinking really big under Wellness, might be a goal of having a recreation center, that is definitely something long term where the LSU would begin with step one and gathering feasibility studies and figuring what our students want and moving that forward.

Once there is an idea of whether these goals are the direction the Board wants to move in then she can bring that item back with very specific strategies of what the LSU will do to accomplish them and when.

Suggested goals included:

- Facility/Environment
- Community
- Brand/Marketing
- Services
- Programming
- Wellness

(New performing arts center, sporting venue, and a hotel).

Director Ortiz concluded and thanked the Board for their feedback.

Goals and feedback are being reviewed and will return back to the Board at a later date.

**XII. Announcements**

Director Ortiz invited the Board to a training lunch in Ballroom B from 12:00PM-1:00PM.

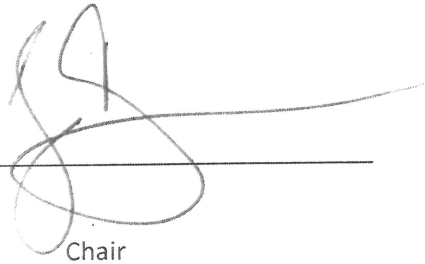
**XIII. Adjourn**

Chair Sylvestre adjourned the meeting at 10:56AM.

**Meeting adjourned at 10:56AM.**

Approval of minutes: \_\_\_\_\_ or \_\_\_\_\_

Secretary  
Board of Directors  
Loker University Student Union, Inc.



Chair  
Board of Directors  
Loker University Student Union, Inc.

Date of approval: 2/07/14





**Loker Student Union, Inc.  
Board of Directors  
February 7, 2014  
Minutes**

**I. Call to Order**

The meeting was called to order at 10:07 AM by Chair, Jordan Sylvestre.

**II. Roll Call & Introductions**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Dr. Stephen Rice	Arnecia Bryant	Jennifer R Lopez
Stacy Dickson	Toni Marich	Jaime Leal	
Shoaib Madar		Carole Desgropes	
Christina Garcia-Rosales		M. John Pharris	
Jesica Rodriguez		Tyrone Auston	
Barbara Gomez		Vannessa Falcon	
Tamala Lewis			
Richard Chester			
Dr. Susan Borrego			
Gavin Centeno			
Homaira Masoud			
Adele Vanarsdale			
Cecilia Ortiz			
Ann Wells			
Dr. Sonja Daniels			

**III. Approval of Agenda**

Chair Sylvestre requested a motion to approve the agenda. Ms. Garcia-Rosales made a motion to approve the agenda, Mr. Centeno seconded it.

The motion passed unanimously.

***Motion passed. 8-0-0***

**IV. Approval of Minutes – December 6, 2013**

Mr. Chester made a motion to approve the December 6, 2013 minutes. Dr. Borrego seconded. The motion passed unanimously.

***Motion passed. 8-0-0***

**V. Chair's Report**

Chair Sylvestre reported on the completed booth project between Café 1910 and Johnnies Pizza. There is more traffic and students seem to be enjoying the new booths and have shared that the booths are comfortable and suitable for studying and making new friends. Chair Sylvestre stated he is starting a health initiative. As a Kinesiology major he would like to sponsor wellness events and to work with food services to promote healthier options for the students. Lastly, the Chair recently met with Dr. Junn, the new Provost, who at a later date would like to introduce herself and see how she can work together with the Board to best serve the students.

**VI. Director's Report**

Director Ortiz welcomed the new members Adele Vanarsdale and Homiara Masoud to the Board. She also introduced new professional staff, John Pharris, Services Manager, Tyron Auston, Facilities Maintenance Assistant and Vanessa Falcon Interim Program Coordinator. Director Ortiz informed the Board that Program Coordinator, Lindsay San Miguel left the Loker Student Union last month to accept a position at California State University, Long Beach and Vanessa Falcon, part-time Training Assistant has agreed to take a six month full-time position during the search process. Director Ortiz reported that she, Associate Director, Arnecia Bryant and Assistant Director, Jaime Leal, attended the AOA Conference in Sacramento in January and came back with useful information to properly manage the operation. The LSU is going to be processing a transfer to the LAIF account, (which is for post-employment benefits) this month to continue to fund it. She provided an update on the copier/printer. She has compared rates and CBE, the company we have been working with, has offered a competitive price. The LSU is moving forward with the contract. Director Ortiz also reported on "Text and Tell" which is a feature being used in the LSU to get feedback from different areas operating inside the building. She continued to state that marketing for this feature is being reviewed. Lastly, she reported that the University is sending out an RFP for banking services on the campus. She added that the LSU is in the process of terminating the sublease agreement with Schools Federal Credit Union; however, there is no current end date for the sublease contract.

**VII. Finance Advisory Committee Report**

The Finance Advisory Committee met on January 23<sup>rd</sup> and selected Stacy Dickson as the new Finance Chair. The 2<sup>nd</sup> quarter financial report will be presented later in the meeting. Also discussed was the minimum wage increase and how the LSU will be affected.

*Barbara Gomez arrived 10:20AM*

**VIII. Personnel Advisory Committee Report**

The Personnel Advisory Committee met on January 29<sup>th</sup>. The main topic of discussion was staff raises, but this will be brought back after further discussion.

**IX. Open Forum**

Ms. Lopez asked about getting the presentation emailed to students who could not attend forums. Dr. Borrego said that she would work on getting it posted on the website.

**X. Action Items**

**a. LAIF Authorization**

Director Ortiz explained that the LSU needs to update the LAIF Transfer Authorization contacts. She stated that the list of people on the document are those people who are permitted to transfer money in or out of the account and there have been staffing changes in Foundation. She stated that Dawn Shimizu and Mary Ann Rodriguez are no longer with the organization and the LAIF Authorization must be updated to replace those names. Mr. Madar made a motion to remove former Foundation personnel Dawn Shimizu, Director, Business and Finance, and Mary Ann Rodriguez Executive Director from the LSU LAIF Authorization for Transfer of Funds, and replace them with current Foundation employees, Shou-Yinn "Pearl" Cheng, Interim Director, Business and Finance, and Bill Dickerson, Interim Executive Director. Ms. Rodriguez seconded the motion.

The motion passed unanimously.

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

**XI. Discussion Items**

**a. Student Success Fee**

Dr. Borrego gave a presentation about the Student Success Fee. She started by giving some statistics regarding student fees throughout the state. Dr. Borrego also explained the different types of fees that students currently are responsible for. She then expressed the point that the labs on campus are in need of urgent updates. The Student Success Fee will be \$560 a year or \$280 a semester. The fee will go toward modernizing classrooms, updating labs in the arts and sciences, and additional student services. These additional student services would include an increase in the athletics budget, would allow for more counseling and advising services, and would be used to hire more faculty, staff, and students. Other upgrades that would be funded by the student success fee would be put toward improving grounds and facilities, increasing opportunities for career and graduate school success, and diversity initiatives. Also included would be first year and transfer student success initiatives, as well as, a technology initiative. Discussion ensued.

Ms. Garcia-Rosales requested that clarification be provided for the students that the Student Success Fee is not an ASI initiative. Mr. Chester then responded that the all fees that students pay should be thoroughly explained because most students don't know what the fees are for. Ms. Rodriguez recommended that the presentation be given to student assistants. Dr. Daniels suggested that Chair Sylvestre be present in the Clubs and Organizations Commission.

**b. Quarter 2 Financial Report**

Assistant Director Leal presented the second quarter financial report. He discussed the financial status of the LSU as of December 31, 2013. Assistant Director Leal focused on a few specific areas in both the revenue and expense sections. The areas within the revenue section that he focused on were related to the increase in vending and ticket sales revenue. He attributed this to increased foot traffic in relation to tournament play. Assistant Director Leal also discussed that based on the agreement with the University the amount received for university rent is higher than was originally budgeted based on a revised agreement. In the expense portion of his presentation, Assistant Director Leal explained that the year to date percentage is low in the repairs and maintenance category because projects are currently in motion. He also discussed the issue of depreciation. The report shows that depreciation is almost at the projected rate for the year; however, the projections for the year have been altered to account for the increases due to furniture purchases. Overall, the LSU is on track and within range in terms of the finances for the year.

**c. ASI Recreation Center Ad Hoc Committee**

Mr. Centeno stated that ASI has created multiple Ad Hoc Committees. One of the Committees they have created is for a Recreation Center; to identify how to get the process for that going. They are creating focus groups to see what students are wanting in a Recreation Center. Chair Sylvestre asked the Board how the LSU would like to be represented on this Ad Hoc Committee for a Recreation Center. Dr. Borrego expressed that the LSU should be involved in the planning for a Recreation Center.

**XII. Announcements**

Ms. Desgroppes presented everyone with the Toro Productions spring semester events calendar. She talked briefly about the upcoming Human Trafficking event and also about the Ice Skating Rink event. Ms. Rodriguez announced that ASI elections are going on right now and the election packets are available in the office. The deadline for the election is February 25<sup>th</sup>. Dr. Borrego discussed the President's Investiture on May 2<sup>nd</sup>. She announced the theme will be "America Happens Here" and that featured guests may be in attendance.

**XIII. Adjournment**

Chair Sylvestre adjourned the meeting at 11:14AM.

**Meeting adjourned at 11:14AM.**

Approval of minutes: \_\_\_\_\_ or \_\_\_\_\_

Secretary  
Board of Directors  
Loker University Student Union, Inc.

  
Chair  
Board of Directors  
Loker University Student Union, Inc.

Date of approval: 3/19/14

Loker Student Union, Inc.  
 Board of Directors  
 March 14, 2014  
 Minutes

**I. Call to Order**

The meeting was called to order at 10:04 AM by Vice Chair, Stacy Dickson.

**II. Roll Call & Introductions**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Toni Marich	Arnecia Bryant	Socheata Chin
Stacy Dickson	Barbara Gomez	Jaime Leal	Alex Soneriu
Shoaib Madar	Adele Vanarsdale	Carole Desgropes	
Christina Garcia-Rosales	Dr. Susan Borrego	M. John Pharris	
Jesica Rodriguez	Dr. Sonja Daniels	Vannessa Falcon	
Dr. Stephen Rice		Samantha Solem	
Tamala Lewis		Alex Soneriu	
Richard Chester			
Gavin Centeno			
Homaira Masoud			
Cecilia Ortiz			
Ann Wells			

**III. Approval of Agenda**

Vice Chair Dickson requested a motion to approve the agenda. Ms. Rodriguez made a motion to approve the agenda, Chair Sylvestre seconded it.

The motion passed unanimously.

***Motion passed. 8-0-0***

**IV. Approval of Minutes – February 7, 2014**

Mr. Centeno made a motion to approve the February 7, 2014 minutes. Ms. Lewis seconded.

The motion passed unanimously.

***Motion passed. 8-0-0***

**V. Vice Chair's Report**

Vice Chair Dickson reported on the open Student-At-Large positions and if anyone on the board knows of any interested students to please direct them to the Loker Student Union Administration office pick up an application.

**VI. Chair's Report**

Chair Sylvestre reported on his upcoming health initiative. The Circles of Health Wellness event will take place on March 26 from 10:00AM- 2:00PM. Chair Sylvestre also reported he is working on the I Am Healthy campaign, social media campaign promoting healthy options in the Union that include healthy food options and exercise. Chair Sylvestre has asked Richard Chester, Campus Dining to identify all the vendors that can produce a healthy item during the healthy hour from the second week of April through finals week. Lastly, Chair Sylvestre has been actively recruiting students for open Student-At-Large positions.

**VII. Director's Report**

Director Ortiz reported that the IT department, as a part of campus improvement has installed wireless connections both inside and outside to improve wireless access in the courtyard and lower levels of the Union. Director Ortiz highlighted some Toro Productions events; The Winter Wonderland that featured ice skating rink, desserts and music had a high attendance rate with lots of new faces. The ASI co-sponsored Will Haygood Lecture, Author of "The Butler", also had a high turnout with many alumni attending. The Mardi Gras "Fat Tuesday" was the last event of note with a casino night, live jazz band and great snacks. Director Ortiz provided a social media update, there were 719 likes on Facebook, and the Loker Student Union reached 1900 people through Facebook posts regarding the Winter Wonderland, 1700 for the Ski trip and 1200 for open Student Assistant positions. The Loker Student Union has 233 Twitter followers and 131 on Instagram. Director Ortiz reported that the Credit Union will be exiting the facility by March 31, 2014. The institution has a RFP process open and once completed the Loker Student Union will enter into a sublease agreement with the awarded banking institution in order to continue banking services on campus. In addition, the Union will be moving forward with an RFP process to bring additional ATMs of different types of financial institutions to diversify the availability. Director Ortiz further reported that The Union has sponsored a Leadership Initiatives Program that took place the last Friday in February. The event was a half day program focusing on how to become active in student Leadership; i.e., Board of Directors, ASI, Housing RA, etc. There was also a Women's Conference held on March 7<sup>th</sup>, and Associate Director Arnecia Bryant was the Chair of the planning committee. The conference was highly successful and attendance included high school students as well as our campus students. Lastly, Director Ortiz reported that Friday, March 21<sup>st</sup> – Sunday, March 23<sup>rd</sup> will be the Women's Retreat, first one of its kind for the institution.

### **VIII. Facilities Use Advisory Committee Report**

The Facilities Use Advisory Committee met on February 10, 2014. Facilities Use is still seeking to identify (3) additional general students to be a part of the advisory committee. The committee reviewed TV Advertisement Policy and recommendation was to move forward as an action item for the BOD. Associate Director Bryant went over a SWOT Analysis with the committee and described in detail how the committee is charged with making decisions using this approach. The committee participated in a SWOT Analysis activity. The committee set goals for the year and they are as follows:

#### Facilities Use Advisory Committee Goals

- a. Increase the committee membership to include four students not affiliated with the Board of Directors.
- b. Clear recommendations are made to the Board of Directors that have been informed by advantages and disadvantages of an item and the impact on the facility use, student use of the space.
- c. Present a SWOT Analysis presentation to the Committee to help inform their decisions.

### **IX. Personnel Advisory Committee Report**

The Personnel Advisory Committee met on March 5, 2014. The committee took action on the LSU Professional Staff raises and the revised job description for the Program Coordinator position. The committee recommends that the Board approve both items today. The committee will meet this month to conduct interviews for Student-At-Large positions.

### **X. Open Forum**

**No one addressed the Board**

### **XI. Action Items**

#### **a. Program Coordinator Position Description – Personnel Committee**

The Personnel Committee reviewed the Program Coordinator Position Description and made some changes in the description of duties; training and development was an added component, which include in-service trainings provided to the Student Assistant Employees every quarter that provide life skills that employers are looking for. Another change was the percentage of support to the Office of Student Life duty decreased by 5%. Budget Management is existing, other duties as assigned increased from 5 – 10% as the position will also coordinate recreational events, and chaperoning regional and/or national competitions, etc.

Chair Sylvestre made a motion to approve the changes to the Program Coordinator Position Description. Ms. Garcia Rosales seconded.

The motion passed unanimously.

***Motion passed. 8-0-0***

#### **b. Professional Staff Salary Increases – Personnel Committee**

The Personnel Committee reviewed the Professional Staff Salary Increase and made a recommendation of a 2-3% increase. Mr. Centeno asked when the last increase was. Director Ortiz responded over 5 years ago. Ms. Masoud inquired about the 2-3% increase as the University received a 1.3% general salary increase and why the Union

would not receive the same. Chair Sylvestre responded that the agreed increase was between 2-3%. Dr. Rice asked if the 1.3% increase was just in some bargaining units or across the board. Director Ortiz responded that she believed the increases were 1.3% for some bargaining units and 2% in ASI. Director Ortiz further asked the Board to consider a 3% increase as it would prove helpful to staff moral and retention. Mr. Chester agreed and stated that the increase would prove more cost effective than recruiting new staff members.

Ms. Rodriguez made a motion to approve the Professional Staff Salary Increase by 2%. Chair Sylvestre seconded.

**Motion passed. 7-1-0**

**c. Posting Policy – Facilities Use Committee**

The Facilities Use Committee reviewed the Promotions & Publicity Posting Policy and suggested a few modifications to the language illustrated in red:

Posting in the Loker Student Union is reserved for campus affiliated groups, including campus-sponsored events occurring on and off campus.

Damage due to improper posting of signage will be repaired by the LSU and charged to the posting entity ~~and~~ and/or organization

No illegal activity or offensive language may be placed on ~~the display~~ any postings.

Chair Sylvestre made a motion to approve changes to the Posting Policy. Mr. Madar seconded.

The motion passed unanimously.

**Motion passed. 8-0-0**

**XII. Discussion Items**

**a. Facility Occupancy Report**

Alex Soneriu, Technology Assistant presented the 2013 Building Count Analysis.

**b. Toro Productions Mid-Year Report**

Socheata Chin, Toro Productions Chair presented the Toro Productions Fall 2013 Summary.

**XIII. Announcements**

Director Ann Wells announced Disabled Students 40<sup>th</sup> Anniversary Event on April 16, 2014

Ms. Lewis announced she is now also a Community Representative for the Galaxy

Mr. Centeno announced ASI Elections March 20<sup>th</sup> – 27<sup>th</sup>, 2014.

Chair Sylvestre announced April 26, 2014 as the Presidents Day of Service from 8:00AM-2:00PM.




Director Ortiz added that the campus is looking for approximately 300 volunteers for the event and suggests that you register for in advance, more information is available on the website.

Associate Director Bryant announced the Women's Retreat will take place on March 21-23, 2014, there are currently 40 spaces available and applications can be turned in to SCC 148 today by 5:00PM.

**XIV. Adjournment**

Vice Chair Dickson adjourned the meeting at 11:02AM.

***Meeting adjourned at 11:02AM.***

Approval of minutes:  or \_\_\_\_\_

Secretary  
Board of Directors  
Loker University Student Union, Inc.

Chair  
Board of Directors  
Loker University Student Union, Inc.

Date of approval: 6/6/14



California State University, Dominguez Hills  
 Donald P. and Katherine B. Loker University Student Union, Inc.  
 Board of Directors Meeting Minutes ♦ Friday, April 11, 2014

**1. Call to Order and Attendance**

The meeting was called to order at 10:05 AM by Chair, Jordan Sylvestre.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Ann Wells	Arnechia Bryant	
Stacy Dickson	Barbara Gomez	Jaime Leal	
Shoaib Madar	Adele Vanarsdale	M. John Pharris	
Christina Garcia-Rosales	Dr. Susan Borrego	John Stigar	
Jesica Rodriguez	Dr. Sonja Daniels	Vannessa Falcon	
Dr. Stephen Rice	Tamala Lewis		
Cecilia Ortiz			
Richard Chester			
Gavin Centeno*			
Homaira Masoud			

*\*Mr. Centeno arrived after the meeting started. This accounts for the change in vote count.*

**2. Approval of Agenda**

Vice Chair Dickson made a motion to approve the agenda. Ms. Garcia-Rosales seconded. There was a clarification regarding item A (TV Lounge/Meditation Room Construction Finding) having a typo. The word "finding" is supposed to state "funding." The motion passed unanimously.

***Motion passed. 6-0-0***

**3. Approval of Minutes – March 14, 2014**

Ms. Rodriguez made a motion to approve the March 14, 2014 minutes. Secretary Madar seconded.

The motion passed unanimously.

***Motion passed. 6-0-0***

**4. Chair's Report**

Chair Sylvestre reported that the "I am Toro Healthy" campaign will kick off in the following week through May 9. It is a campaign to for students to demonstrate ways in which they can lead a healthy lifestyle in the LSU and on campus. Examples presented were opportunities for

students to make smart choices in food selections and in physical activities such as taking stairs instead of elevators. Board members asked the Chair if he is working on this initiative on his own or with a committee. The Chair indicated that he is working on his own, and when prompted asked Board members informed Board members that he welcomes collaboration from all directors. The Chair went on to describe the campaign as an opportunity for participants to win prizes for participation. Participants will receive items such as pedometers, jump ropes, and water mason jugs for every week that they participate. Those who upload to LSU social media accounts three times per week for every week of the program will be eligible to win a mini iPad.

**5. Director's Report**

Director Ortiz reported a new staff vacancy for the Support Services Coordinator position. The person who held the position accepted a position with another employer. The Support Services Coordinator and Program Coordinator positions will be posted in the following week to begin accepting applications. Director Ortiz also reported that three staff members (Cecilia Ortiz, Jaime Leal, and Carole Desgropes) along with Board member Dr. Sonja Daniels attended the Association of College Unions International (ACUI) conference in Orlando Florida earlier in the week. They exchanged ideas and best practices with colleagues and attended education sessions. ACUI celebrated its 100<sup>th</sup> anniversary, making it the longest running higher education professional association in the nation. She continued to report that the LSU is preparing for the university President's inauguration by pressure washing the building exterior, manicuring all landscaping and addressing interior aesthetics. Finally, she reported that the three campus auxiliaries have joined to in a Request for Proposals from audit firms for audit and tax prep services for next three years.

**6. Personnel Advisory Committee Report**

Chair Sylvestre reported that the Personnel Advisory Committee met the week prior to hold interviews for the coming Student-at-Large vacancies. Members of the committee interviewed three student at large candidates. They are coordinating more interviews in the following week.

**7. Open Forum**

No one addressed the Board.

**8. Action Items**

**a. TV Lounge/Meditation Room Construction Funding**

Director Ortiz presented design documents made by DLR group for the TV lounge and meditation room. She reviewed the design drawings and funding proposal with the Board and indicating that she is seeking approval by the Board to allocate funding to start construction.

She walked the Board through design drawings and pointed out images depicting physical changes to the existing spaces and images showing how furniture can be arranged in the spaces to support their new purpose and to encourage interaction amongst students. The design team focused on creating welcoming, open spaces. In the TV lounge there is a concept to have a large television monitor that is audible; flanked on both sides with smaller monitors making the total five. The smaller monitors can be set to televise sporting events, and news among other channels and would be closed captioned. There is a variety of seating options being explored to

create a dynamic area that maximizes seating. Furniture options explored include cocktail height bar seating along the outer perimeter of the TV lounge to define the space while remaining open and inviting. The bar counter can accommodate food, beverages, and laptops or other materials. Within the lounge space there are comfortable lounge chairs that swivel and pivot back to front when empty. Examples of possible color selections were shown with an explanation that University colors are preferred on main floor of the LSU which is where we welcome guests with Toro spirit by using the University colors. However, finish and color selections are not final. They will be determined when furniture selections are made. For the meditation room, the plan is to have a flexible space that can accommodate varying types of activities such as meditation, prayer, reflection or relaxation. Floor mats and pillows will be available but not fixed. There will be a hanging nest (similar to a swing) for those who want to rest. The meditation room will not be a fully private space. The glass window will have a translucent film with a nature element design which will make the space feel intimate while maintaining the ability to look in through design cutouts in the film. The corridors adjacent to the meditation room and TV lounge will have furniture for additional seating. Med room not fully private. Window treatment etching. Finishes that bring nature into space. Bamboo, art work.

Director Ortiz informed the Board that staff explored three options that incorporate the entire project as designed, a middle cost option, and a lowest cost option. This was done to understand what is possible in the spaces, what it might cost, and to identify what is financially responsible for the LSU. Total complete project as designed is estimated to cost \$226,580; \$74,970 for construction, \$40,000 for audio-visual components, and \$111,610 in equipment and furniture for both the TV lounge and meditation room. The middle-cost option which does not include furniture in the adjacent corridors is estimated to cost \$204,233. The lowest cost option which is mainly construction, AV infrastructure and limited furniture and equipment is estimated to cost \$188,128. Director Ortiz indicated that she finds this cost to be higher than is preferred to be spent from reserve fund. She worked with architects to bring the project cost down more by taking out AV equipment, but maintaining the necessary infrastructure. This brought the project estimated construction cost with limited furniture and equipment down to \$133,762 which she finds to be reasonable and achievable for the LSU.

Director Ortiz wrapped up her presentation by informing the Board that she is seeking approval for \$153,826 construction funding inclusive of limited equipment and furniture to move the project forward. Further research will be done to identify potential funding sources for new furniture and to study trends in college unions such as pods to support a wider variety of TV programming and students doing group work. The identified funding source for this project is the CU-201 Repair and Replacement account. It is a State fund account which requires Board approval to access. She reminded the Board of the LSU practice to make annual contributions to the CU-201 account in the amount of \$100,000 for deferred maintenance projects. The audited balance of the account at the end of the prior year was reported to be \$782,717. Subtracting the recommended project funding of \$153,826 will bring the account total to \$628,891 on paper. She reminded the Board that there other previously approved activity approved has not posted to the account. However, with the \$100,000

contribution to be made in the following fiscal year, the anticipated balance in the account will be \$728,891. The requested amount of \$153,826 breaks down to \$133,762 project cost, plus a 15% contingency of \$20,064.

The Board weighed the recommendation by Director Ortiz. They considered the need to hire a project manager. Director Ortiz indicated that the LSU Facility Engineer and Associate Director will work with the University team and that there is no need to hire a project manager given the scope of this project. The Board also considered how the proposed technology for this project will be sustained. Director Ortiz responded by stating that more research is being conducted this area by LSU staff. All purchases will be included in spreadsheets tracking useful life for all assets and that repairs and replacement will be planned accordingly. Members of the Board asked how the television programming will be controlled. Director Ortiz indicated that the staff in the adjacent Reservations and Event Services (RES) office will assist students during their regular operating hours and that Building Managers will provide assistance when the RES office is closed. Mr. Chester asked if there are security cameras in the area to which Director Ortiz responded by stating that there are cameras in the area.

Ms. Garcia-Rosales made a motion to approve allocating \$153,826 for construction funding inclusive of limited equipment and furniture. Vice Chair Dickson seconded. No further discussion was held.

The motion passed unanimously.

— **Motion passed. 7-0-0**

**b. Banner Campaign**

Chair Sylvestre informed the Board of the "America Happens Here" banner campaign for the Presidential Scholarship Fund by purchasing a \$500 banner that will be installed in time for the President's inauguration. All proceeds from this campaign will support scholarships for CSUDH students. While Board members were generally supportive of purchasing a banner for the benefit of students, they considered whether it is appropriate to use student funds for student scholarships and if doing so may cause perception issues. Board members asked how this may be funded. Director Ortiz reminded the Board that as part of the operating budget, there are funds set aside for public relations. The Board asked if they might have control of the content. Director Ortiz informed them that the Advancement Office designed the banners and that the only say would be in the name of the purchaser. They discussed what name to submit for the banner; Loker Student Union or Loker Student Union Board of Directors. They agreed that it would be best for the banner to have Loker Student Union only.

Secretary Madar made a motion to approve \$500 to purchase an "America Happens Here" banner purchased by the Loker Student Union. Mr. Centeno seconded.

During discussion there was a point of clarification asked to find out how many banners the purchase includes. Director Ortiz responded that it is expected to be for one banner only.

The motion passed.  
**Motion passed. 6-0-1**

**9. Discussion Items**

**a. Award Nominations**

Director Ortiz informed that nominations are being accepted for the Board of Directors awards and asked Board members to submit nominations. The two awards are the Spirit of Benevolence award and the Board Member of The Year award. She explained that Board members can nominate any student, faculty, staff, organization, department, or community member for the award who meet the criteria and that only Board members can be nominated to receive the Board Member of The Year award. She further clarified that only Board members can submit nominations for these awards. Nominations are due by April 23<sup>rd</sup>, to staff person Carole Desgropes.

**b. May 2<sup>nd</sup> Board of Directors Meeting**

Director Ortiz reminded the Board that the May meeting is scheduled to take place on Friday, May 2<sup>nd</sup>, which is the same day as President's inauguration. The Board discussed possible dates to move the meeting and agreed to postpone the meeting to May 9<sup>th</sup>.

**10. Announcements**

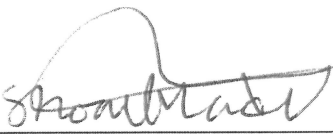
Mr. Centeno informed the Board that he will not be able to attend May meeting.

Mr. Chester informed the Board that he had sent out an RFP for a bookstore operator and that Follett was retained again. He shared that Follett has been great partner to CSUDH for 30 years, making it the longest partnership of any CSU campus with Follett. He added that the LSU will see a benefit in rent increase.

**11. Adjournment**

The meeting was adjourned at 11:00AM by Chair Sylvestre.

Approval of minutes:



Secretary, Shoaib Madar

or

Chair, Jordan Sylvestre

Date of approval:

5/9/2014





California State University, Dominguez Hills  
 Donald P. and Katherine B. Loker University Student Union, Inc.  
 Board of Directors Meeting Minutes ♦ Friday, May 9, 2014

**1. Call to Order and Attendance**

The meeting was called to order at 10:04 AM by Chair, Jordan Sylvestre.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Barbara Gomez	Arnecia Bryant	Brittany Ford
Stacy Dickson		Jaime Leal	Hershell Hardimon
Shoaib Madar		Carole Desgroppe	Aaron Mezgebe
Christina Garcia-Rosales			Asha Nettles
Jesica Rodriguez			Kristina Chandler
Stephen Rice			
Cecilia Ortiz			
Tamala Lewis			
Richard Chester			
Susan Borrego			
Gavin Centeno			
Homaira Masoud			
Adele Vanarsdale			
Patricia Ann Wells			
Sonja Daniels			

**2. Approval of Agenda**

Dr. Borrego made a motion to approve the agenda. Mr. Chester seconded.

The motion passed unanimously.

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

**3. Approval of Minutes – March 14, 2014**

Secretary Madar made a motion to approve the April 11, 2014 minutes. Vice Chair Dickson seconded. During discussion, Mr. Centeno informed the Board that he will be leaving after he makes an announcement.

The motion passed unanimously.

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

**4. Chair's Report**

Chair Sylvestre reported that the "I am Toro Healthy" campaign concluded. Students participated by uploading ways in which they are a healthy Toro inside the Union and throughout the campus. Three students participated and all three will receive a prize.

**5. Director's Report**

Director Ortiz reported that the search process for the two vacant positions is underway. Applications for the Program Coordinator and Support Services Coordinator are low, but more are expected by the respective closing dates. The three auxiliaries on campus sent out a joint RFP for a financial firm to perform audit and tax preparation services. There is a recommendation from Audit Committee for the Board to accept Vasin, Heyn and Company which is an action item later in the agenda. She added that year-end closing has been initiated. The LSU will be putting together an RFP for ATMs separate from the financial institution RFP. The LSU will be working with the Foundation to renew the bookstore sublease. She publicly thanked the LSU staff for their support and coordination of presidential inauguration and investiture events.

**6. Personnel Advisory Committee Report**

Ms. Desgroppes reported that the Personnel Committee met on April 30<sup>th</sup> and held interviews for the Student-At-Large positions. Their recommendation to the Board is on the agenda. The committee also reviewed the Support Services Coordinator position description which is on the agenda for Board approval. The committee will meet at the end of the month to conduct the Director's evaluation.

**7. Finance Advisory Committee Report**

Vice Chair Dickson reported that the Finance Committee met on April 24<sup>th</sup> and discussed the third quarter finance report and also reviewed the proposed budget for the upcoming fiscal year which is up for Board action. The committee discussed the 2012 tax return and the RFP for an audit and tax prep firm. They received an update on the bookstore renewal and were informed that the Foundation renewed the bookstore contract with the Follett. The committee also discussed the status of the University RFP for a financial institution.

**8. Facility Use Advisory Committee Report**

Ms. Garcia Rosales reported that the Facility Use Committee met on April 14<sup>th</sup> and discussed planning of the meditation room, and TV lounge. The committee had a successful year with bringing policy recommendations to the Board, and reviewed a SWOT analysis to make better informed decisions. The committee also had success in increasing student members.

**9. Audit Advisory Committee Report**

Director Ortiz reported that the Audit Committee met online to decide on the recommendation for the audit and tax preparation service provider and approved a bidder in order to meet the April 30<sup>th</sup> deadline for submission to the Chancellor's Office. The lowest bidder meets CSU qualifications and is contracted with other auxiliaries which provided good references. The company has a mission to serve non-profit corporations.

**10. Open Forum**

No one addressed the Board.

**11. Action Items**

**a. Proposed FY2014/2015 Operating Budget – Finance Committee**

Vice Chair Dickson presented the proposed operating budget for the upcoming fiscal year. Mr. Dickson walked the Board through Schedule 1 of the proposed budget and explained what the figures represent. The expected prior year fund balance in

2014/2015 is \$4,341,457.50. Fees from revenue are expected to reach \$4,318,200 in the coming year. He referenced how that figure is derived by referring the Board to Schedule 3. Mr. Dickson continued to explain the figures presented in Schedule 1. The proposed budget calls for a return to operation from the revenue fund balance in the amount of \$2,270,000. He continued to explain the expected revenue sources on Schedule 1, as well as the expected expenses in operating expenses and equipment, salaries and wages, staff benefits, OPEB, and depreciation. He also explained the expected expenses in capital equipment and use of prior year retained earnings. The expected use of retained earnings is \$220,000.

Mr. Leal added that the 2.27M is planned for return to operation takes into consideration the debt ratio that needs to be maintained. He referred the Board to page four of the proposal packet which denotes the student fees that are expected to be received. Director Ortiz explained the Summary report of the expected revenue and expenses. She highlighted that University Rent has increased to \$90,000 due to the agreement with the University to partially recover costs in support of institutional use of the meeting rooms and ballroom. In expenses there are some areas where increases are expected. In Operating Expenses the special events line item will be increased to support Board initiatives. In Repairs and Maintenance increases will address the reserve study. Funding will support repainting all the handrails in the facility. She added that there has been a steady increase in supplies such as paper towels, toilet paper, and soap. In order to stem the cost of the continuing increases, hand dryers will be installed. Ms. Vanarsdale warned that some facilities which have moved to hand dryers have seen faster deterioration of laminate surfaces and to plan for the upkeep that will be needed.

Director Ortiz continued to explain expense. Student wages will be increased due to the minimum wage increase that will go into effect in July. The increase in staff salaries is attributed to expecting to be fully staffed where vacancies have been carried in the past two years at various times. The figure includes a small contingency, should the Board support salary increases in the following year. Depreciation reflects an increase due to new furniture that will be acquired in the coming year. In adjustment to retained earnings, it is proposed to tap into local reserves which are shown on Schedule 1 to be \$1,312,326. As it is a healthy local balance, the \$220,000 will fund re-carpeting the ballroom and pre-function area, along with refurbishing it. Also planned is to work with Dining Services to make changes to Club 1910 that will support opening the room as a lounge past the regular lunch hours. Students have commented that the current aesthetic is too formal for them. Funds will also cover some new furnishings for the meditation room and TV lounge. At a prior meeting, the Board voted to proceed with construction, but held off on funding new furniture until a funding source was identified. Ms. Vanarsdale expressed concerns that the figure being used for the construction project is to the dollar and may have insufficient contingency.

Dr. Borrego commented that the President was given an additional 300 FTE as a permanent adjustment. She explained that moving forward, fee based organizations can be confident that we will hit enrollment projections. Prompted by Dr. Daniels, Dr. Borrego stated that the LSU can safely increase the enrollment projection by 150.

Dr. Borrego made a motion to approve the fiscal year 2014/2015 operating budget as proposed. Ms. Lewis seconded. No further discussion was held.

The motion passed unanimously.

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

**b. 2012 Tax Return – Finance Committee**

Mr. Leal presented the 2012 tax return which was prepared by Vicenti, Lloyd and Stutzman. He explained the tax return which shows prior year and current year figures are combined to represent the 2012 calendar year. He highlighted items of the return which is a public document and which will be posted on the LSU website. Disclosures include salaries of some directors. The narrative section explains the mission, and nature of being a tax exempt organization as a 501(c)3 organization. A separate return called the 990-T is filed which discloses the unrelated business income which comes from ballroom rentals to the community. The LSU will not be paying any unrelated business taxes due to operating at a loss. The Franchise Tax Board form 199 is also completed to report revenue to the State. He ended by informing the Board that this year we are in a position to get approval from the Board prior to filing the return.

Secretary Madar made a motion to approve the 2012 tax return as prepared by Vicenti, Lloyd and Stutzman. Ms. Rodriguez seconded.

The motion passed unanimously.

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

**c. Support Services Coordinator – Personnel Committee**

Dr. Ortiz presented the item on behalf of the Personnel Committee. She explained that during her review of documents prior to posting the opening of the position, she found that the position had not been formally approved by the Board; though it had been discussed and supported by the Personnel Committee and shared at Board meetings under the Director's reports. She apologized for the oversight. The same description that had been developed is being proposed to the Board for approval. She explained the nature of the position as per the description. Ms. Vanarsdale asked if the salary figure that is posted in the opening is a specific amount. Director Ortiz clarified that the posted range is what the LSU is prepared to pay but that the Board reviews the full salary range to approve it.

Ms. Vanarsdale made a motion to approve Support Services Coordinator position description as presented. Mr. Madar seconded.

The motion passed unanimously.

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

**d. Student-At-Large Appointments – Personnel Committee**

Chair Sylvestre informed the Board that the committee recommends Mr. Hershell Hardimon, and Ms. Kristina Chandler for appointment to the Board. The candidates were asked to tell the Board about themselves and to explain their interest in the

Student-At-Large position. They spoke to the Board and answered questions. The Board went into closed session to discuss the appointments.

Upon conclusion of closed session, Chair Sylvestre announced that Mr. Hardimon was elected to a one-year appoint and Ms. Chandler was elected to a two-year appointment. The Board congratulated the new directors.

**e. Auditor Selection for Financial Audit and Tax Prep – Audit Committee**

Dr. Ortiz presented the item on behalf of the committee. She explained that the LSU, Foundation and ASI sent out a joint request for proposal from audit firms to provide audit and tax preparation services to the three auxiliaries. The committee reviewed the proposals and agreed to recommend that the Board approve awarding the contract to Vasin, Heyn and Company (VHC). VHC was the lowest bidder. They meet CSU qualifications and received good references from other CSU auxiliaries which contract with them. The company's mission is to serve non-profit corporations which is why they provide financial services at a lower cost. She noted that the company had been submitted to the Chancellor's Office for approval prior to receiving Board approval due to the deadline of April 30<sup>th</sup> which came before the Board meeting.

Dr. Rice made a motion to approve awarding the audit and tax preparation contract to Vasin, Heyn and Company. Mr. Madar seconded.

The motion passed unanimously.

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

**12. Discussion Items**

**a. Third Quarter Financial Report – Finance Committee**

Vice Chair Dickson explained the third quarter financial report to the Board. He highlighted the student fee revenue having met the expected amount of \$2,153,687. He attributed the increase in game room revenue due to increases in use by students. Mr. Leal explained that there will be a decrease in revenue in Commercial Retail Space due to the Credit Union terminating their sublease contract and having moved out of the facility. He also noted that there has been a slight decrease in bookstore revenue. In the area of expenses, Vice Chair Dickson explained the variances for each line item. Mr. Leal noted that the increase in capitalized expense does not affect the LSU's business position. The monetary assets are now physical assets in the form of furniture. Mr. Chester asked if the utilities figure is a gross figure. Mr. Leal confirmed that it is. It does not reflect LSU costs after tenant costs are reimbursed to the Union. Overall, the budget at the end of the year will be balanced with expenses matching and not surpassing revenue.

**b. Director's Evaluation – Personnel Committee**

Chair Jordan passed the Director's evaluation to the Board and asked all directors to submit their feedback to Dr. Daniels. Dr. Daniels asked that the evaluations be submitted to her early the following week.

**13. Announcements**

Mr. Centeno stated that his announcement reflects his personal point of view and is not a reflection of the Associated Students. He continued to express that after five years in student leadership he reflected on the current year. He visited different campuses that have good collaborations between different departments and that he was impressed by what they are able to achieve. He continued that there can be differences in opinion but that it is evident that we can do more for students on this campus. He alluded to synthetic conflict that inhibits growth for students. He aired a grievance about the requirement to have 22 security guards and five police officers for a Child Development Center fundraiser does not make sense to him. If other campuses can have large-scale concerts, CSUDH can have a fundraising dance on this campus. He suggested that to create a better relationship on this campus he did not concern himself with past history and found it difficult. He stated that his role models at CSUDH are his Board members. He knows that with the new campus administration America will happen here.

Director Ortiz reminded the Board that the final meeting will take place on Friday, June 6<sup>th</sup>. She also reminded the Board to attend the year-end celebration at the terrace immediately following the Board meeting.

Dr. Rice congratulated the graduates on the Board and wished them well in their efforts to change the world using the skills and knowledge they gained at CSUDH.

**14. Adjournment**

The meeting was adjourned at 11:22 AM by Chair Sylvestre.

Approval of minutes: \_\_\_\_\_ or \_\_\_\_\_  
Secretary, Shoaib Madar Chair, Jordan Sylvestre

Date of approval: 6/6/14

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc.**  
**Board of Directors Meeting Minutes**  
**Friday, June 6, 2014**

**1. Call to Order and Attendance**

The meeting was called to order at 10:21AM by Chair, Jordan Sylvestre without quorum.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Stephen Rice	Arnecia Bryant	Kristina Chandler
Stacy Dickson	Tamala Lewis	Jaime Leal	Hershell Hardimon
Shoaib Madar	Susan Borrego	Carole Desgropes	Janette Solano
Christina Garcia-Rosales	Gavin Centeno	John Pharris	Asucena C. Davila
Jesica Rodriguez	Adele Vanarsdale	Vanessa Falcon	Anna Liza Garcia
Barbara Gomez	P. Ann Wells		Linda Fisher
Richard Chester	Sonja Daniels		
Homaira Masoud			
Cecilia Ortiz			

**2. Approval of Agenda**

Although, the meeting did not have quorum, the Chair informed the Board that the order of discussion items 10-a and 10-b were to be switched. The agenda was not approved due to lack of quorum.

**3. Approval of Minutes – May 9, 2014**

Shoaib made a correction to the spelling of Kristina Chandler’s name in the minutes. To be edited when quorum is reached.

**4. Chair’s Report**

Chair Sylvestre thanked the Board for their work and goal accomplishment through the year.

## **5. Director's Report**

Director Ortiz reported the status of two position vacancies. Interviews were held for the Program Coordinator position and are in the process of checking references and completing a background check for one candidate. She added that she was in the process of reviewing applications for the Support Services Coordinator. The Union has started the financial audit with Vasin, Heyn, and Associates. She also informed the Board of upcoming summer projects which include lower-level door replacement and ADA mechanism. She thanked the Board for their time and commitment to the organization.

## **6. Finance Advisory Committee Report**

Vice Chair Dickson reported that the Finance Committee met on May 29<sup>th</sup>. At that meeting, ASI and OSL presented their report on how they met the remuneration terms of their sublease agreements with the Union. Mr. Dickson stated that we was grateful for his opportunity to serve on the Board of Directors and that he graduated.

## **7. Personnel Advisory Committee Report**

Ms. Carole Desgroppes informed the Board that the Personnel Committee met on May 4<sup>th</sup> to review and discuss the LSU director's evaluation. The committee also reached a decision to recommend a third student to the Board for appointment as a Student-At-Large.

## **8. Open Forum**

No one addressed the Board.

## **9. Discussion Items**

### **a. Office of Student Life Remuneration Report – Finance Committee**

Anna Liza Garcia, Acting Assistant Dean of Students presented the Office of Student Life (OSL) remuneration report to the Board of Directors. She stated that the work done by the OSL benefits the students. In the academic year that just ended, the OSL produced 149 programs, of which 57 are itemized in the handout given to directors and, 92 targeted leadership development. Over 1000 students were served by the OSL programs. The average cost per student was \$4.35. 56% of LSU sponsored funds were allocated to annual events. 28% of funds were allocated to other events, including Passport to Leadership. The OSL staff focused on the quality of events they produced, over the quantity of events.

Alumni Representative Barbara Gomez arrived at 10:27AM, and Chief Fiscal Officer Designee, Homaira Masoud arrived at 10:30AM.

Quorum was reached.

## **10. Approval of Agenda**

Ms. Rodriguez made a motion to approve the agenda. Ms. Garcia-Rosales seconded.



During discussion, Secretary Madar made a motion to amend the agenda by changing the order of discussion items 10-a and 10-b to reflect that the OSL remuneration report was discussed ahead of the Toro Productions year end report. Vice Chair Dickson seconded.

The motion to amend to amend the main motion passed unanimously.

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

The motion to approve the amended agenda passed unanimously.

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

#### **11. Approval of Minutes – May 9, 2014**

Secretary Madar made a motion to approve the minutes with a correction to the spelling of Kristina Chandler's name to be spelled with a K in the minutes. Seconded by Vice Chair Dickson.

The motion passed unanimously.

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

#### **12. Action Items**

##### **a. LAIF Authorization**

Ms. Ortiz informed the Board that they had a handout with information of action needed by the Board to change the persons authorized on the LSU LAIF account. She explained that LAIF is the local agency investment fund. She reminded the Board that the only persons who can move funds in or out of the account are the ones approved by the Board. Changes are needed to reflect current personnel at the Foundation. There were interim personnel who have moved on. It is now necessary to update the list to reflect persons currently employed at the Foundation.

Secretary moved to remove former Foundation personnel Bill Dickerson, Interim Executive Director, and Shou-Yinn "Pearl" Cheng, Interim Director Business and Finance, and replace with current Foundation employee, Russel Statham, Director of Business and Finance/CFO. The motion was seconded by Vice Chair Dickson. No further discussion was held.

The motion passed unanimously.

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

##### **b. Student-At-Large Appointment – Personnel Committee**

Chair Sylvestre informed the Board that the committee met on May 4<sup>th</sup> where they made a final selection of a student to recommend to the Board for appointment as a Student-At-Large. The committee recommends that the Board appoint Ms. Janette Solano to a two-year term beginning in the fall 2014.

Ms. Solano addressed the Board to inform them of her interest in serving on the Board. She stated that she seeks to learn more about the Board and to help other students for them to

know of the resources offered by the Union. Ms. Ortiz asked Ms. Solano to speak about her campus commitments outside of academics. Ms. Solano informed the Board that she is involved with Encounter to Excellence, EMPOWER, and other student organizations. She holds officer positions in some of the organizations that she is involved in.

The Board entered closed session at 10:41 AM to reach a decision on appointing Ms. Solano to a two-year Student-At-Large position. Chair Sylvestre called an end to the closed session at 10:43 AM without objection.

Chair Sylvestre announced the result of their decision by congratulating Ms. Solano for her appointment to the Board of Directors.

The appointment passed unanimously.

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

**c. LSU Director Evaluation – Personnel Committee**

The Board entered closed session to review and approve the Loker Student Union director's evaluation. Chair Sylvestre called an end to the closed session at 10:43 AM without objection.

The evaluation was approved unanimously.

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

**13. Discussion Items**

**b. Toro Productions Year End Report – Finance Committee**

Ms. Desgroppes presented the Toro Productions (TP) Year End Report to the Board. She distributed a handout and spoke to highlights on the report. TP completed most goals they set for the year. A goal to increase the number of volunteers was partially completed. TP produced a total of 53 events in the past year. She went on to describe highlights. Fat Tuesday was a new novelty event that had various activities, food and music. The Swing of Things was swing dance lessons followed by dancing to a live band. Take the Mic was a series of poetry open mic nights which continues to be a popular event. This past year, TP moved away from blockbuster movies and chose instead to present movies which helped to raise awareness of issues or to celebrate diversity such as Black History Month. Through collaborations with various departments, TP contracted Will Haygood, author of *The Butler* to present a lecture. Winter Wonderland was another new novelty program for which a synthetic ice skate rink was the main feature reached over 300 student attendance. Ms. Ortiz thanked and congratulated TP for a successful year.

**c. Associated Students, Inc. Remuneration Report – Finance Committee**

Ms. Fisher presented the Associated Students, Inc. (ASI) remuneration report. She informed the Board that the sublease agreement with the LSU requires the ASI to spend at least \$50,000 per year on programs for students. She handed out a report to the Board for them to review the total amount spent by ASI on programs.

**14. Transition/Seating of New Board**

Chair Sylvestre acknowledged student representatives who graduated and presented all outgoing Board members with a certificate of appreciation. It was followed by his welcoming incoming representatives to the table.

**15. Elections of BOD Officers and Advisory Committee Chairs**

The following representatives were elected to the positions listed below.

Chair of the Board: Jordan Sylvestre  
Vice Chair of the Board: Hershell Hardimon  
Secretary: Kristina Chandler  
Facility Use Committee Chair: Kristina Chandler  
Finance Committee Chair: Jesica Rodriguez  
Personnel Committee Chair: Janette Solano

**16. Academic Year 2014-2015 BOD Schedule**

Ms. Ortiz reviewed a handout that was distributed to the Board and noted the meeting schedule for the upcoming academic year, along with important dates for other Board functions such as their orientation and year end celebration.

**17. Adjournment**

The meeting was adjourned at 11:39 AM by Chair Sylvestre.

Approval of minutes: Kristina Chandler or \_\_\_\_\_  
Secretary, Kristina Chandler Chair, Jordan Sylvestre

Date of approval: 9/12/2014

