

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, March 4, 2016**

**1. Call to Order and Attendance**

The meeting was called to order at 10:07 AM by Chair, Erin Hardimon.

Present

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

Absent

Dr. William Franklin  
Patricia Ann Wells  
Tamala Lewis

Staff

Jaime Leal  
Arnecia Bryant  
Giselle Atallah  
Carole Dowell

Guests

Felicita Tharp  
Alex Soneriu

**2. Approval of Agenda**

Mr. Sylvestre moved to approve the agenda for March 4, 2016; Vice Chair Chandler seconded the motion. The motion passed unanimously.

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

VP Administration & Finance, Robert Fenning arrives at 10:09 AM.

**3. Approval of Minutes**

Mr. Sylvestre moved to approve the minutes for February 5, 2016 Board of Directors (BOD) meeting; Ms. Solano seconded the motion. The motion passed unanimously.

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

**4. Chair's Report**

Chair Hardimon reported her attendance at the Student Affairs Town Hall meeting on February 26, 2016. She expressed gratitude for the opportunity to represent the student's voice and be part of strategic change for the division. Chair Hardimon announced that Secretary Avelar and Ms. Solano will be student representatives on the Student Affairs Strategic Planning committee.

**5. Director's Report**

Director Ortiz thanked Arnecia Bryant, Associate Director and Jaime Leal, Assistant Director as they spent significant amount of time to troubleshoot the ballroom audio visual at the Student Affairs Town Hall. People for the campus community were impressed and believed that the ballroom audio visual had been repaired or replaced.

The LSU is lining-up interviews for the professional staff vacancies, Services Manager and Facility Maintenance Assistant. Director Ortiz informed the Board that on behalf of the LSU Ms. Bryant will attend the NASPA Conference from March 12, 2016 to March 16, 2016. From March 18, 2016 to March 24, 2016 Director Ortiz and Carole Dowell, Manager of Programs Marketing and Assessment will attend the ACUI International Conference.

In terms of LSU rebranding efforts, Director Ortiz reported signs of the student employee workforce's alignment with the LSU brand concept: providing excellent customer service, being approachable, friendly and welcoming. The LSU is witnessing the student employment workforce observe and step in when a

service is not being provided as well as it could be, or step in (without being asked to) when there is an opportunity to help a student or a patron of the facility. The LSU is witnessing these acts more and more in the facility which is a great for the brand and the culture that is being developed in the LSU.

Director Ortiz is currently reviewing the approach taken this year with the BOD Internship Program. By taking in observations and conversations with the interns, Director Ortiz is determining a method that will allow the interns more opportunities to be successful in their project. She is assessing the time of year to approach the project which does not complete with their academic focus.

In support of the finance committee initiatives, the LSU will be working in collaboration with student life departments to distribute a campus-wide survey in efforts to understand what the needs, desires and satisfaction level around programing delivered throughout the campus. Plans are to work with institutional research. The LSU seeks to gather a sample base representative of students and avoid surveying the same students and minimize survey fatigue by not surveying at the same time as other colleagues. Working with institutional research, the LSU plans to ensure the survey is conducted properly and good data is collected.

Director Ortiz has commenced the development of the LSU operational budget for the upcoming year. It will go to the finance committee for review before it is forward it to the Board as early as May 2016 and as late as June 2016. A team of LSU supervisors are reviewing the evaluation process of the student assistant employee (SAE) program. The purpose is to align performance appraisal with previous Board approved action, providing annual merit increase to student employees.

Lastly, Director Ortiz informed the Board of LSU co-sponsorships and collaboration efforts. In the month of March, the LSU was a co-sponsor for a SAFE SPACE program, A New Black movie screening and panel which has been regarded highly as a successfully program that garnered exposure and excellent dialogue.

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

The Finance Committee met on February 23, 2016. The committee reviewed the in-kind remuneration reports, long-term financial planning, and funding for major projects.

#### **7. Facility Use Committee Report**

The Facility Use Committee met on February 29, 2016. Alex Soneriu, Technology Assistant for the LSU presented on the LSU Building Usage. The committee has goals in which they aspire to achieve by May 2016, the information presented will assist with making informed decisions. Public Relations Student Society of America (PRSSA) Public Interest Committee Chair, Emily Cristales introduced the community art project "Before I Die" to the Facility Use Committee, the project hopes to incite community to interact and share their dreams and aspirations. Conversation shifted to possible collaboration with PRSSA in efforts to engage more student voice. Lastly, the committee further discussed how to increase construction (KDHR space, TV Lounge) project transparency by making the visual wall more adaptable to all students; to meet the needs of visually impaired students the committee seeks to utilize headsets and have pre-recorded messages describing the project.

Interim Associate VP, Student Life/Dean of Students, Dr. David Braverman arrives at 10:26 AM.

#### **8. Open Forum**

No one from the Gallery addressed the Board.

## 9. Ice Breaker Question

Chair Hardimon lead a team builder exercise to gain more insight on each Board member. The Board shared which superhero they loved the most.

## 10. Old Business

### a. Risk Assessment Review – Employee Safety

Director Ortiz described the different approaches as it relates to employee safety. One of the initial safety measures conducted by the LSU is running background checks. Per a new executive order, the LSU has expanded which positions merit background checks. Prior to the executive order background checks were only ran on professional staff positions not student positions. In addition to professional staff positions, the LSU will run background checks for the following sensitive student positions (ie. positions that have access to keys, hazardous chemicals, network systems) 1) Student Building Manager, 2) Technology Assistant, 3) Setup Crew Assistant, 4) Custodial Day Porter, 5) Student Maintenance Worker.

Once an individual is offered a position with the LSU and accepts, they are provided an employee handbook. The employee handbook has a great deal of information such as what behavior is acceptable in the workplace, information on how to report any incident should it arise, or observations made regarding violence, theft or injury of a coworker. Beyond the handbook the LSU provides online and in-person trainings as it relates to the nature of the position. All LSU employee are required to complete a sexual harassment training, computer security training, ethics in the workplace training, and injury illness and prevention program within the first month/s of employment. There are specialized trainings as it relates to proper lifting, handling of equipment, how to move equipment, stack and un-stack chairs and so forth. Employees who work with chemicals are informed where to locate the material safety data sheet as well as where they can flush substance from their eyes if they happen to be in need.

The LSU has department trainings where a remedy culture is imposed; if an observation of a potential hazard is made, an LSU employee will step-in and address it instead of ignoring the situation. The LSU also enforces a dress code that has to do with safety equipment, for example the maintenance area must wear non-slip and closed-toe shoes. In additional to the dress code the LSU also provides safety resources/tools such as goggles and gloves, to minimize injury should an accident occur. There is on-going training throughout the year: two all day trainings that take place in the beginning of the fall and spring semester accompanied by department/area training, monthly trainings, and specialized trainings as the need arises. When safety trainings are held, a list of attendees and the training agenda is maintained to demonstrate compliance should Cal OSHA and/or an auditor inquire.

## 11. New Business

### a. Funding for Major Projects – Finance Committee

The ballroom audio visual equipment is aged and in disrepair. Given that it is a complex audio visual system, the LSU has received bids coming in at different ranges. LSU staff have taken extra time to review with vendors the details of what comprises the bid. The LSU would like to award a bid that is just under \$140,000 which will restore all capacities and provide a wide array of services for those that use the ballrooms.

The other piece is the construction project for the TV Lounge, Meditation Space and KDHR space; after carefully review Sam Mori has identified key pieces necessary (i.e. Inspectors) to move the project forward that were not included in the initial cost which was previous approved by the Board. The prior

amount funded for the construction project was \$198,000 which is \$40,000 less than current project schedule and cost.

There is an opportunity to improve two projects coming from the operating budget. \$100,000 from capital funds has been set aside for the ballroom chairs project. As mentioned in previous Director's Report, there are not enough chairs in inventory to setup the ballrooms to capacity. While reviewing bids and considering factors (such as useful life, LSU needs, and how the chairs are built) the \$100,000 set aside are insufficient funds to purchase the quantity of chairs needed as well as a small contingency inventory. The second project is furniture for the meditation space, TV lounge and space outside the TV Lounge. A contingency of \$40,000 is being requested which is considered small as it relates to furniture purchase.

To be able to complete the four mentioned projects and do them well, \$140,000 is being requested for ballroom audio/visual, \$50,000 for ballroom chairs, \$40,000 for construction project, and \$40,000 for construction project furniture; a total of \$270,000. With regards to the construction project Associated Students, Inc. (ASI) will pay \$67,000 of project cost as this cost at the conclusion of construction as it relates to KDHR, thus LSU will pay a total of \$203,000. However, the mentioned projects cannot move forward until a Purchase Order (PO) can be opened with the total amount of \$270,000. After seeking counsel with Robert Fenning, VP of Administration and Finance and Dr. David Braverman, Interim Associate VP, Student Life/Dean of Students it is suggested to access the repair and maintenance fund on state level, CU201 account. The idea is to access the funds with an intent to replenish, in comparison to incurring interest cost from a short term loan.

Secretary Avelar moved to access \$270,000 from the CU 201 account to fund the mentioned major projects. Ms. Solano seconded the motion.

The Board sought clarification on what the funds will be used for. Director Ortiz reiterated the funds are to be used for the repair of ballroom audio/visual, the purchase of ballroom chairs which the LSU currently does not have an inventory that meets capacity needs, the unexpected increase in construction cost compared to initial bid, and the purchase of furniture for the meditation space, TV lounge and immediate space outside of the TV lounge. Mr. Sylvestre inquired what becomes of old furniture? Director Ortiz informed that the LSU operates a repurpose approach, meaning that new furniture is bought as needed and old furniture is repurposed in a different area of the facility. The instances when furniture "goes" is when it is broken, no longer repairable, and cannot be repurpose.

The motion passed.

***Motion passed. 6-2-0***

**b. LSU Building Usage**

Alex Soneriu, Technology Assistant presented the LSU building usage analysis for 2015. One of the changes the LSU has implemented, is collecting building usage data using iPads which is more efficient to transfer the data and supports sustainability practices. Data shows that in the spring semester the majority of patrons are in the ballrooms and food court areas, with an average range of 26%-28% of patrons in the food court. In the fall semester the majority of patrons are also in the ballrooms and food court areas, with an average range of 23%-30% of patrons in the food court and 18%-20% in the ballroom area. Both the spring and fall semester show building peak hours at 12:00 noon, 5:00 PM and 6:00 PM.

In comparison to 2014 calendar year, building usage continues to increase with an increase of patrons from 580,178 persons to 622,938 persons, a 7.37% change. The Game Room saw an 85.6% increase this is due to increase usage on Fridays, new consoles, and increase programming in the area. The North Patio saw an increase of 39.9% in use from 14,001 persons to 19,591 persons. The Bookstore also saw an increase from 24,833 persons to 33920 persons, 36.6%. 1910 Café and Lounge saw a 29.6% increase from 8,742 persons to 11,328 persons.

Mr. Soneriu educated the Board that it is unfeasible to reach 100% capacity or impact due to egress paths and furniture thus a highly impacted area averages around 60%. Data showed the most impact areas in comparison with seats available in 2015 were information desk/Jamba Juice at 60%, DH Sports Lounge around the low 60 percentile, north patio around the mid-50 percentile, food court at 50%, and Game Room at almost 60%. In comparison between spring 2015 and fall 2015 the south lounge saw an increase in impact from 40% to approximately 68%, and the food court saw an increase in impact from 20% to about 30%. Lastly, in comparison from 2014 calendar year to 2015, almost all areas saw an increase in impact.

**12. Announcements**

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

Recruitment efforts for new Student at Large members have begun. If students have any questions they can contact the LSU Administration Office at 310-243-3854.

**13. Adjournment**

The meeting was adjourned at 11:22 PM by Chair Hardimon.

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

Date of approval: *04/08/16*