

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, May 5, 2017**

**1. Call to Order and Attendance**

The meeting was called to order at 10:03 a.m. by Chairperson, Edwin Avelar.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Edwin Avelar	Tamala Lewis	Jaime Leal	Anthony Thompson
Marquel Reid	Richard Chester	John Stigar	Olympia Woods
Dinh Ly	Dr. Paz Olivarez	Giselle Atallah	Esther Cruz
Grace Iheke	Roshni Thomas		
Maria Gadduang	Mace F. Mikaele		
Erick Garcia			
Dr. Stephen Rice			
Daniel Cutrone			
Jordan Sylvestre			
Homaira Masoud			
Cecilia Ortiz			

**2. Approval of Agenda**

Vice Chairperson Reid moved to amend the May 5, 2017 agenda, adding Tax 990 to New Business a.; Secretary Ly seconded the motion.

The motion to amend the agenda passed unanimously.

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

ASI President Jordan Sylvestre arrived at 10:05 a.m.

Ms. Gadduang moved to approve the agenda as amended for May 5, 2017; Vice Chairperson Reid seconded the motion.

The motion to amend the agenda passed unanimously.

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

**3. Approval of Minutes**

Secretary Ly moved to approve the minutes for April 7, 2017 Board of Directors (BOD) meeting as amended; Dr. Rice seconded the motion.

The motion passed unanimously.

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

Alumni Representative Erick Garcia arrived at 10:07 a.m.

**4. Chairperson's Report**

Chairperson Avelar informed the Board that the LSU is recruiting for 2016-2017 Student-at-Large positions.

**5. Director's Report**

With year-end savings, the LSU will replace the roof, waterproof the East Walkway, upgrade meeting room audiovisual, add power on the Northside of lawn, and add power outlets in the Southside Palm Courtyard. The upgrade to the meeting rooms is to make audiovisual more user friendly. Adding power on the Northside lawn will minimize risk, minimize need to run extension cords from the building to the outside, and increase program capability. Adding power outlet in the Southside Palm Courtyard will support programing, to help serve as a rain backup for events.

Interviews for the Assistant Director Facility Operations vacancy are on May 8, 2017, May 10, 2017, and May 17, 2017. Applications for the Program Coordinator position are in the process of being screened.

The LSU has contributed to the VIBA Trust for post-employment benefits. The LSU has engaged a consultant to conduct an inclusive climate review to identify any areas for workforce improvements. A compensation review is in process to review job classifications, competitive compensations rates, and equity within the organization. The LSU has begun recruitment for the 2017-2018 Student-at-Large positions. Director Ortiz encouraged the Board to recommend students to apply.

**6. Facility Use Committee Report**

The committee met on April 24, 2017. Secretary Ly reported that 801 students participated in the sleep survey; the results were shared with the committee. Further discussion was held regarding space designation for LSU 111, 215, and 250. The Facility Occupation by Tenants Policy was discussed and a recommendation was generated for Board review.

**7. Personnel Committee Report**

The committee met on April 17, 2017. For the 2016-2017 Director's evaluation, Melissa Bancroft Executive Secretary for the Personnel Committee and Board Chairperson will collect and facilitate the Director's evaluation. Director Ortiz provided notice to the committee of the inclusive climate and compensation review. Chairperson Avelar outlined the importance of each review, stating he looks forward to the results.

**8. Finance Committee Report**

The Finance Committee met on April 25, 2017. The committee finalized their recommendation of the LSU long-term financial plan, reviewed the 3<sup>rd</sup> quarter financial report, and discussed the LSU Tax Return.

**9. Public Comment**

No public comment was directed to the Board.

**10. Old Business**

**a. Director Title & Bylaws Resolution Second Reading**

Dr. Rice recapped the changes to the Bylaws, replacing all references of an Executive Director with Director.

Ms. Iheke moved to approve the amendments to the LSU Bylaws; Ms. Gadduang seconded the motion.

The motion passed unanimously.

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

**b. Facility Occupation by Tenants Policy**

The Board reviewed the Facility Occupation by Tenants Policy submitted by the Facility Use Committee. Discussion at the Board level prompted the policy. The policy references when interested prospective tenants and current tenants can occupy space. The policy outlines, no

occupation of space is permitted until the LSU Board of Directors designates the space. Discussion was held on how exceptions to the policy should be granted.

Secretary Ly moved to approve the Facility Occupation by Tenants Policy as amended; Ms. Gadduang seconded the motion.  
The motion passed unanimously.

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

**c. Facility Designation Rooms 111, 215, 250**

Secretary Ly and Director Ortiz presented the results of the sleep survey, 43% of students nap on-campus, 70% of participants indicated they receive poor quality of sleep, and 80% stated they desire a 30-minute to 1-hour nap on-campus. As reflected on the survey 73% of participants do not want to nap in an open space, 80% said yes they would nap in a room, and 61% do not want a space that does not provide storage. The results further indicate, 50% of participants said they would nap in a cot, 69% said they do not want to nap on a mat on a floor, and 90% said they would nap in a sleep pod.

The Board revisited the scenario that was favored at the April meeting; designating half of Room 111 as a sleep room and the other half as Campus Dining Services Offices, designating Room 250 for club/organization supporting materials maintained by ASI, and Room 215A as recognized club/organization storage. Concern was brought up on the purpose of a Meditation Room if there is to be a sleep room designated. Dr. Rice and Director Ortiz commented, the Meditation Room is a space designated to de-stress, get away from tech, and provide a space for prayer or meditation. If there was a sleep area, the LSU can manage the Meditation Room and forward students to a designated sleep room. Dr. Rice recommend a marketing campaign to minimize improper use of the Mediation Room and increase activity.

Vice Chairperson Reid left at 10:40 a.m.

Jordan moved to divide room 111 and relocate Dining Services offices to the East side of the divided space leaving the West side undesignated, designate room 250 as storage space for club & organization resources provided by ASI, designate room 215A as storage for recognized clubs and organizations and leaving the remaining 215 and 215B undesignated; Ms. Iheke seconded the motion.

The motion passed unanimously.

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

*Loss of Quorum:*

ASI President Jordan Sylvestre, ASI Representatives Grace Iheke and Maria Gudduang left at 10:43 a.m.

**11. New Business**

**a. Tax 990**

Due to loss of quorum, item 11. a. Tax 990 was postpone for the following Board meeting.

**b. 3<sup>rd</sup> Quarter Financial Review**

Finance Committee Executive Secretary Jaime Leal and member Anthony Thompson presented the Quarter 3 Financial Report 2016/2017. Optimum range for the third quarter is plus or minus 75%. Due to a pending payment from the University, student fees is below

optimum at 52%. The remaining revenues line items are above optimum range, an indication of thriving business and service.

Operating expenditures is at 51%, primarily due to the timing of planned projects. Utilities and services is at 12%, the LSU has submitted payments to the University. However, items have yet to post. The LSU is working with the University to have an update-to-date recording of expenses. Salaries-reimbursed is at 0%, the LSU has recently received an invoice for the payment of the MCC Coordinator. OPEB expense is below optimum range at 1%. The LSU recently submitted a \$47,000 contribution to the VIBA trust for post-employment benefits; this payment will increase the optimum range for OPEB expense.

**c. Long-Term Financial Plan**

Due to loss of quorum, item 11. c. Long-Term Financial Plan was postpone for the following Board meeting.

**d. MCC Coordinator Invoice**

The LSU received an invoice from the University to reimburse \$57,000 for the Multicultural Center (MCC) Coordinator position. Director Ortiz sought direction from the Board as there currently is no MCC Coordinator.

In May and June 2011, the LSU received a request from the office of student affairs for funding support. The original request sought funding support for a Management Personnel Plan (MPP) position; the Board did not want to support such a position. The Board was very specific to support a MCC Coordinator (SSP2) position on the condition that support is temporary. When the former MCC Coordinator left the institution, the position was revamped to a MPP position. The LSU Executive Committee discussed possible approaches related to the invoice received.

The Board inquired, where will the funds go if the LSU pays the invoice? Now that the economy is no longer in a financial crisis, how long does the University expect the LSU to continue funding a Multicultural Affairs (MCA) Coordinator position? For this academic year as there is no MCA Coordinator, will funds go to salary of another position or budget? If the position is gone, why is the LSU being invoiced? As there is no clear indication on the invoice, Director Ortiz will be clarifying with the University on inquires posed by the Board. The Board is also interested on what funding support is provided to MCA by ASI.

**e. LSU/ASI Review**

This academic year a proposal was submitted to the CSUDH student fee advisory committee to make the temporary LSU portion of the fee permanent. In the same year, ASI submitted a proposal to increase the fee. The response the LSU received that the President directed the VP of Student Affairs to review if the LSU and ASI are appropriately using their budget and if there is any opportunity for administrative efficiency.

The LSU/ASI review is in process. An early note provided to the LSU was related support to the University, specifically an arrangement with Foundation Campus Dining Services. LSU collects a portion of fees from dining sublease agreements. However, when it comes to campus dining ran operations the LSU does not collect rent for these operations; operations such as DH Spots Lounge and 1910 Café & Lounge. Director Ortiz will share the results of the review after it is completed.

**f. Food Concepts 2017**

Chairperson Avelar shared a statement from the Director Campus Dining Services Richard Chester of food concepts for 2017. The top choices of a food survey conducted in early fall 2016 indicated that students want Starbucks and a healthy food choice alternative on campus. Freshen Fresh Food Studio and Starbucks were selected and are in the design stage pending financial approval. Currently 1910 Café & Lounge sees an approximate daily use of 20-30 customers within a two-hour period. A Starbucks would be open more hours, with an anticipated 10-20 times daily use. Pending project budget approval by respective University and Foundation Boards, Mr. Chester's goal is to complete construction by October 2017 and open by November 1<sup>st</sup>.

The Board is in support of Campus Dining Services' direction, as it will extend operating hours in 1910 Café & Lounge space. Students would have a greater opportunity to use the space to lounge or study. As the facility is, the LSU is impacted; there is minimal available space and seating.

**g. BOD Nominations**

Director Ortiz distributed a handout outlining the process and annual awards for Board of Directors. Only Board members can nominate for the two awards: LSU Board Member of the Year and Katherine B. Loker Spirit of Benevolence Award. The first award is solely for LSU Board members. Board members can nominate anyone from the CSUDH community for the Katherine B. Loker Spirit of Benevolence Award. Nominations will be processed online, and due by Wednesday, May 17, 2017.

**h. Measure DH Presentation**

Measure DH is a student movement at CSUDH. Student representative Esther Cruz and Christian M. shared their goal in becoming a student organization to support students suffering from homelessness. The Los Angeles Times reported that 10% of CSU students suffer from homelessness; equating that statistic to those enrolled in DH, approximately 1500 students would be suffering from homelessness. Homelessness is define as someone who is living in his or her car or has no-where to sleep, couch surfing is not considered homelessness.

Seeing as identifying homelessness is difficult or students may be shy to share their circumstance, Measure DH asks the LSU to support. Measure DH would like a room or a designated focal point to store and collect toiletries, blankets, and other resources. Measure DH is open to ideas and suggestions to collaborate or push their movement forward.

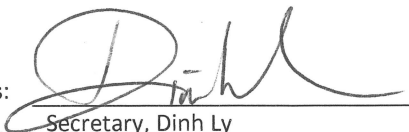
Board members recommended that Measure DH connect with the Facility Use Committee if their interest is in space designation. Collaboration with Toros Helping Toros and/or Health Services was suggested to provide service and resources to students.

**12. Announcements**

The LSU will be celebrating the end of a successful year, in the LSU Ballrooms on May 5, 2017 from 12:00 p.m.-2:00 p.m.

**13. Adjourn**

Chairperson Avelar adjourned the meeting at 11:36 a.m.

Approval of minutes:  or \_\_\_\_\_  
Secretary, Dinh Ly Chairperson, Edwin Avelar

Date of approval: 6/2/17