

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, June 3, 2016

1. Call to Order and Attendance

The meeting was called to order at 10:15 AM by Chair, Erin Hardimon.

Present

Erin Hardimon
Kristina Chandler
Edwin Avelar
Janette Solano
Lily Yang
Tamala Lewis
Cecilia Ortiz
Dr. David Braverman
Tiffany Bolling
Robert Fenning

Absent

Adriana Gamino
Dr. Stephen Rice
Richard Chester
Jordan Sylvestre
Dr. William Franklin

Staff

Jaime Leal
Arnecia Bryant
Giselle Atallah
Israel Sandoval

Guests

Evelyn Munoz
Casey Pearce

2. Approval of Agenda

Mr. Sylvestre moved to approve the agenda for June 3, 2016; Vice Chair Chandler seconded the motion. The motion passed unanimously.

Motion passed. 6-0-0

3. Approval of Minutes

Ms. Yang moved to approve the minutes for May 6, 2016 Board of Directors (BOD) meeting; Ms. Solano seconded the motion. The motion passed unanimously.

Motion passed. 6-0-0

4. Chair's Report

Chair Hardimon expressed how great of year it was, and her sadness that the year is coming to a close. Chair Hardimon took the opportunity to recognize someone who took a lead in the Board's leadership development throughout the year. Chair Hardimon along with the student at large members presented Director Ortiz with a certificate and a wooden picture to capture their thanks in her commitment to their growth.

5. Director's Report

Director Ortiz reported the LSU is in the final stage of conducting student assistant employee performance appraisals. Performance appraisals reflect that of a 360 evaluation; gathering feedback from supervisors, student staff, co-workers, and customers.

Regarding LSU financials, the LSU is recognizing final figures in order to comply with LSU year-end financial processes, as well as gearing up for the annual financial audit. Construction is currently in progress in the TV lounge, meditation, and KDHR space; construction is slated to be completed in the month of June.

Based on feedback from the students who participated in BOD internship program, Director Ortiz plans to shift when the education portion is conducted. Director Ortiz announced to the Board, Support Services Coordinator Giselle Atallah has been appointed to the ACUI Region I Conference Planning Team as the Education Session Coordinator. Director Ortiz distributed the remuneration report from Associated Students, Inc. (ASI) and Office of Student Life (OSL).

6. Finance Committee Report

The Finance Committee met on May 31, 2016. The committee discussed the LSU 2016-2017 Budget and recommended revisions to the Hospitality Expense Policy.

7. Personnel Committee Report

The Personnel Committee met on May 18, 2016 and June 1, 2016. The committee reviewed all candidates' interviews, candidates' merits, and ranked candidates to recommend to the Board. The committee also discussed the Director's evaluation.

8. Facility Use Committee Report

The Facility Use Committee met on May 16, 2016. The committee discussed the following priorities: establishing use of available, underutilized and/or vacated spaces(s) in the LSU to all enrolled students, and sublease to tenants who will pay rent to increase external revenue sources as originally intended; have the LSU Director address areas around the LSU such as outdoor space on the exterior lower-level, and any available space that becomes open in the future. The committee voted to give the Director charge to move forward with priorities.

The committee discussed the goals for this academic year which are as follows: the student union will foster full inclusion for a safe pace of gender expression, and cultivate an environment that insights learning and community building by May 2016; educate users on facility use and services simultaneously conduct research of student needs and determine best use of facility allocations by May 2016. The committee met said goals by facilitating events such as pride prom, creation of KDHR/TV Lounge/Meditation space, creating collaborative stations on the lower floor of the LSU, having an audio component to the visual wall that describe the changes happening to the LSU for the visually impaired, new furniture in the pre-function area, and the creation of priorities stated above.

The construction in the KDHR/TV Lounge/Meditation space is concluding smoothly with minor complications such as ensuring internal fire rated items are up to code, changing piping in the meditation room, and installing USB ports.

9. Open Forum

No one from the Gallery addressed the Board.

10. New Business

a. 2016-2017 Budget – Finance Committee

Ms. Solano presented the 2016-2017 LSU Budget, going over each line-item on schedule 1 with the Board. Ms. Solano clarified schedule 1 showcases funding and finance at the state funding level which is used for day to day LSU operations. With the projected enrollment of 13200 students, anticipated revenue is at 4.7 million. Ms. Solano also highlighted proposed transfers to repair and replacement has doubled from 100,000.00 to 200,000.00.

Ms. Solano further shared the proposed budget 2016-2017 summary report which is a detailed breakdown of projected revenues and expenses covered in scheduled 1. Ms. Solano highlighted, operating expenditures are slightly higher compared to the past year in order to support the EO 1000 fee. When sharing the projected value of line-item accounting/audit/attorney fees, Director Ortiz noted the LSU will review its reserve study, and hire a consultant to look into LSU employment and compensation. The projected fee revenues and debit service schedule projection, indicates 2.4 million will be brought into operations. Director Ortiz commented that the proposed budget shows to be healthy with a revenue coverage ratio of 1.40 indicating the LSU is bringing in what is needed for operations. While evaluating the LSU debit service, it was noted that two bonds have been issued to the LSU. The first from the original building construction and the second from the

renovation/expansion of the building. As the CSUDH VP of Administration and Finance Mr. Fenning expressed compliments to Director Ortiz regarding her financial competency in generating a sound proposed budget.

Ms. Solano moved to accept the proposed 2016-2017 Budget. The motion was seconded by Ms. Lewis. The motion passed unanimously.

Motion passed. 6-0-0

b. Hospitality Policy – Finance Committee

Ms. Solano moved to approve the change to the Hospitality Policy as adopted on October 2, 2015. The motion was seconded by Secretary Avelar.

After the Hospitality Expense Policy was adopted by the Board at the October 2, 2015 Board meeting. The policy was forwarded to the CSU auxiliary compliance auditors; after reviewing the policy the auditors recommended specific language specifying beneficiaries.

The motion passed unanimously.

Motion passed. 6-0-0

c. Director Title Change – Personnel Committee

The personnel committee is providing notice to the Board that the conversation to change the Director's title to Executive Director will be initiated at the VP's office, and forwarded back to the personnel committee.

d. Director's Evaluation – Personnel Committee

Mr. Sylvestre moved to go into closed session. The motion was seconded by Ms. Lewis. The motion passed unanimously.

Motion passed. 6-0-0

The Director Evaluation summary was shared with the Board. Discussion was held.

Vice Chair Chandler moved to accept the Director's Evaluation and allow personnel committee to address feedback. The motion was seconded by Mr. Sylvestre.

The motion passed unanimously.

Motion passed. 6-0-0

Ms. Solano moved to end closed session. The motion was seconded by Ms. Lewis.

The motion passed unanimously.

Motion passed. 6-0-0

e. LSU Activities Report

Director Ortiz encouraged the Board to review the LSU activities report which showcases the total events produced by the LSU, and a spring 2016 semester-in-review highlighting specific programs.

f. BOD Recognition

Director Ortiz presented certificates to ASI Representative Lily Yang, Student at Large Janette Solano, Vice Chair Kristina Chandler, and Chair Erin Hardimon in recognition for their hard work and dedication

on the Board of Directors. The honor of Board Member of the Year was presented to Secretary Edwin Avelar. Lastly, Erin Hardimon received an engraved gavel representing her service as the Board of Directors 2015-2016 Chair.

g. Student at Large Appointments – Personnel Committee

The Personnel Committee interviewed students for the three open student-at-large positions. The committee recommends the appointment of Dinh Ly, Marquel Reid, and Evelyn Munoz. The committee feels the recommended candidates to be great assets to the Board.

Ms. Evelyn Munoz addressed the Board to inform them of her interest in serving on the Board. She stated her interest to be more proactive and involved with the campus. She feels hands on involvement is important and what differentiates student leaders.

Recommended appointees Marquel Reid and Dinh Ly were absent; Mr. Reid was a selected representative from the CSUDH campus to attend freedom school and Ms. Ly was out of the country in Vietnam. Thus Chair Hardimon read a statement of interest on their behalf.

Statement of interest provided by Marquel Reid:

Good morning everyone my name is Marquel Reid and I am excited to become a member of the students at large Loker Student Union Board of Directors. I am looking forward to this year long commitment and I plan to use my experiences from on campus involvement with the male success alliance serving as the executive board secretary. Also I plan to channel my freedom school experience which is the reason I was not able to join you all in this meeting.

Statement of interest provided by Dinh Ly:

As a first generation student, I understand the difficulties that students undergo while in class. And like most students, I have always been more focused on my academic success. Because of this, it was hard for me to obtain the right opportunity to improve my leadership skills. By being on the Board of Directors, it would provide a gateway to be a mentee and a leader on campus as well as the workforce. I want to be a spokesperson that represent the students' and faculties' needs. One of my main goals would be to make our campus more like a second home rather than just a commuter school. I believe that by making our school more desirable, it would enhance the atmosphere to learn and work. My mind is set on making the people's ideas turn into reality.

Interim Associate VP, Student Life/Dean of Students, Dr. David Braverman leaves at 12:22 PM.

VP of Administration and Finance, Mr. Robert Fenning leaves at 12:28 PM.

Loss of Quorum.

Interim Associate VP, Student Life/Dean of Students, Dr. David Braverman returns at 12:33 PM.

Quorum is resumed.

Vice Chair Chandler moved to appoint Evelyn Munoz as the Student at Large member of the Board of Directors. The motion was seconded by Secretary Avelar.

The motion passed unanimously.

Motion passed. 6-0-0

Due to an impending lack of quorum, the Board will reconvene at a later date to complete student at large appointments and Board transition.

