

California State University, Dominguez Hills  
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)  
Board of Directors Meeting Minutes ♦ Friday, June 5, 2015

**1. Call to Order and Attendance**

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

Present

Jordan Sylvestre  
Hershell Hardimon  
Kristina Chandler  
Janette Solano  
Jessica Rodriguez  
Oliver Baquiaux  
Stephen Rice  
Jonathan Scheffler  
Robert Fenning  
Cecilia Ortiz  
Richard Chester

Absent

Tamala Lewis  
William Franklin  
Christopher Fernandez  
Patricia Ann Wells  
Sonja Daniels  
Barbara Gomez

Staff

John Pharris  
Jaime Leal  
Arnecia Bryant  
Giselle Atallah  
Carole Desgropes  
Parker Chalmers

Guests

Edwin Avelar  
Erin Hardimon  
Ashley Hilagdo  
Jasmine Heredia  
Anna Liza Garcia  
Susan Cervantes

**2. Approval of Agenda**

Vice Chair Hardimon moved to approve the agenda for June 5, 2015; Mr. Baquiaux seconded the motion. The motion passed unanimously.

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

**3. Approval of Minutes**

Vice Chair Hardimon moved to approve the minutes for May 1, 2015 Board of Directors (BOD) meeting; Ms. Solano seconded the motion. The motion passed unanimously.

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

**4. Chair's Report**

Chair Sylvestre thanked the Board for the time they committed to their position. He personally thanked Director Ortiz for her guidance, commitment and contribution to his professional and leadership growth. This marks his last meeting as chair for the Board of Directors.

**5. Director's Report**

Director Ortiz reported that the 2014-2015 Fiscal Year has gathered unexpected savings which will be used to better improve the student experience in the LSU. The LSU plans to install power on all the pillars in the pre-function space, overhaul the Game Room by updating all gaming systems, and reduce the counter size in the Game Room in order to increase space for recreational use/equipment.

During the summer months, the LSU will begin its branding transition. The new logo and marketing campaign will be launched by the fall semester. The DLR/TV Lounge/KDHR project is currently in bidding with P-Class on campus. The project is still intended to be completed by the first couple weeks in fall. A banking institution is expected to open by fall 2015, once the bid is awarded by foundation a name will be disclosed.

The LSU is outsourcing (to Foundation) part of the processing related to hiring Student Assistant Employment (SAE) Program directly. The LSU is working closely with Foundation to make this transition as immediate and smooth as possible. The annual audit is currently underway and the finding will be shared in the fall, the LSU is also currently waiting on the findings of an actuary study determining the OPEB rate.

In order to increase support and leadership development of student-at-large directors on the Board, an internship will be made available to all student-at-large directors pending Board approval/support. Director Ortiz thanked the Board for their hard work on behalf of the LSU and acknowledged the LSU staff

including student employees for their diligent and commendable work in providing continual improvements in the experience offered to CSUDH students.

**6. Personnel Committee Report**

The Personnel Committee met on May 27, 2015. The committee held several interviews for student-at-large positions during the month of May. At the May 27<sup>th</sup> meeting, the committee voted to recommend two student-at-large directors to the Board, and reviewed the compilation of Director Evaluations.

**7. Finance Committee Report**

The Finance committee met on May 26, 2015. The committee reviewed the 2013 Tax Return and Fiscal Year 2015-2016 Operating Budget which will be discussed in item 11. a. and 11. b. respectively.

**8. Facility Use Committee Report**

The Facility Use Committee was able to reach various goals throughout the year. The committee was able to expand by gaining diverse students to sit on the committee. Progress was made in regards to the DLR project, becoming more informed on topics discussed at committee meetings before making decisions which brought personal satisfaction to the chair of the committee, Ms. Kristina Chandler. A building count report was presented at the Facility Use Committee which educated the committee members of the impacted spaces in the LSU. The Committee was able to send some of its members to California State Polytechnic University, Pomona for a Sustainability Conference; members were able to learn about sustainability techniques that could influence or benefit the LSU. With the help of fellow Board members the committee was able to survey CSUDH students and collect information for naming the Toro Meditation Zone. The committee was able to research various universities and recommend a policy that fits the purpose of the intended use for the Toro Meditation Zone. Overall the committee achieved numerous goals and was able to create a strong advisory committee for the Board of Directors. For the record, Ms. Kristina Chandler expressed the positive impact she received by being chair of the Facility Use Committee and thanked Ms. Arnecia Bryant for her guidance.

**9. Open Forum**

No one from the gallery addressed the Board.

**10. Old Business**

**a. SRWC Update**

The SRWC has distributed survey to all CSUDH students; 1900 students opened the survey whereas 1500 student completed the survey regarding a Student Recreation and Wellness Center. The plan moving forward into the next year is to education the students on the importance of a recreation and wellness center and the benefits there are for the CSUDH community. A common response from students who took part of the survey responded that they are aware of the current recreation and wellness services provided on campus. Director Ortiz and Chair Sylvestre expressed the SRWC's direction to call students to action and educate the campus of current services and what access to wellness and recreation activities can help with student's long-term leadership goals.

CSUDH President Designee, Richard Chester arrived at 10:25 AM.

**11. New Business**

**a. 2013 Tax Return – Finance Committee**

Mr. Jaime Leal, Assistant Director for the Loker Student Union presented the 2013 Tax Return referred to as Informational Return since the LSU is a non-profit organization. This year a change was made in

which deductions are disclosed. Previously debt-service was used as a way to reduce unrelated business income however it was revealed that it is best not to use. Once the Information Return is filed it becomes a public document which the IRS requires certain disclosures such as compensation to officers and where the sources come from. Since the LSU is a non-profit organization and majority funded by student fees, the IRS also requires disclosures on total expense for facility operations and student programs in order to ensure the LSU is holding true to its mission/purpose.

Schedule O in the Information Return illustrates how allocated functional expenses are how distributed between programs, services and managerial expenses. The LSU has relationships with the CSUDH campus, CSUDH Foundation, and with Associated Students, Inc. The Information Return discloses how transactions occur between related parties campus and the LSU.

Ms. Jesica Rodriguez moved to accept the 2013 Tax Return as presented; Ms. Chandler seconded the motion. The motion passed unanimously.

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

**b. Fiscal Year 2015-2016 Operating Budget – Finance Committee**

The Fiscal Year 2015-2016 Operating Budget was presented by Ms. Jesica Rodriguez, chair of the Finance Committee. Ms. Rodriguez walked the Board through Schedule 1 of the proposed budget, explaining what each figure represents. The expected prior year fund balance in 2015/2016 is \$4,825,745.17. Fees from revenue are expected to reach \$4,436,820.00 in the coming year. The proposed budget calls for a return in operation from the revenue fund balance in the amount of \$2,415,000.00.

Ms. Rodriguez continued to explain expected changes to the proposed budget. Salaries-Students line-item will see a significant increase from \$300,091 in FY 2014/2015 to \$423,750; this is due to an increase in minimum wage, monies set aside part-time employee sick leave, Board-approved wage time schedule increase for Student Assistant Employees (SAE), and Board-approved paid-internship for student-at-large Board members. Capital Purchases also sees a signification increase in fund allocation for replacement furniture and increasing event chairs to support the LSU.

Director Ortiz called attention to expenses such as IT and OPEB which are estimates, as respectively an MOU has not been completed and an actuary review is still pending. Insurance Cost which is under Operating Expense has increase due to on-boarding SAEs directly. Event Cost (Activities) has decrease to plan as the LSU shifts to cover increasing operating expenses. Campus Wide Programs has also seen a decrease from \$50,000 FY 2014/2015 to \$25,000 however this does not affect programing since Office of Student Life (OSL) now has a line-item in their budget dedicated to campus wide programs. Adjustment R/E (retain earnings) a \$220,000 allocation that the Board has discussed in previous years, to cover the cost of certain projects such as new furniture for the Toro Meditation Zone, TV Lounge area, pre-function space. The monies have not been fully spent because those projects are still pending completion thus the crossover of funds from one-year to the next.

Ms. Jesica Rodriguez moved to approve the Fiscal Year 2015-2016 Operating Budget; Ms. Chandler seconded the motion. The motion passed.

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

**c. Director Evaluation – Personnel Committee**

Ms. Kristina Chandler moved to go into closed session; Mr. Baquiaux seconded the motion. The motion passed unanimously.

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

The Director Evaluation was shared and discussed with the Board.

Ms. Jessica Rodriguez moved to approve the Director Evaluation; Ms. Solano seconded the motion. The motion passed unanimously.

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

Mr. Richard Chester moved end closed session; Ms. Chandler seconded the motion. The motion passed unanimously.

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

**d. New Member Appointments – Personnel Committee**

The Personnel Committee interviewed four students for the two open student-at-large positions. The committee recommends the appointment of Erin Hardimon and Edwin Avelar to a two-year term. The committee feels the recommended candidates to be great assets to the Board.

Mrs. Hardimon addressed the Board to inform them of her interest in serving on the Board. She stated that she fell in love with the campus and its services. She feels as a student leader there is great importance in serving the student population and educating CSUDH student on the wonderful services offered. Mrs. Hardimon would like to make a difference in the community and in the LSU.

The Board was given the opportunity to ask questions to Mrs. Hardimon. The question of what the LSU does was posed to Mrs. Hardimon; she replied by stating the LSU is the nucleus of the campus. This is the area where students gather, the LSU offers a space where students can be served or have fun. Chair Sylvestre inquired what efforts Mrs. Hardimon would take to increase Board visibility. She stated that increasing brand awareness and what the LSU does in serve of students will increase Board visibility. As a communication major, one-on-one interactions are important thus conducting presentations in classrooms and tabling are simple but effective modes to increase visibility. A couple of items Mrs. Hardimon would like to change or improve upon are increase accessible power outlets and microwaves for students during the lunch and dinner hours.

Mr. Avelar addressed the Board to inform them of his interest in serving on the Board. He stated that he applied for the position not to further his resume but because he likes going into new situations and learning how the campus works. Mr. Avelar would like to increase student participation and acknowledgement because he is aware of the serves that benefit the students and how the LSU can impact and increase student's life.

The Board was given the opportunity to ask questions to Mr. Avelar. The question was posed on how Mr. Avelar believes he can step outside of his comfort zone to make an impact. He stated that if he is always comfortable then his is not improving, it is a mantra he believes in deeply. Fear is Mr. Avelar's superpower, when scared his is able to focus better and able to take more chances. Changes that Mr. Avelar would like to see an increase of students applying for positions such as this or being part of the advisory committees. Mr. Avelar would like to change how students feel, decreasing the level of intimidation and eliminate the fear most students have in joining extracurricular activities. Mr. Baquiaux inquired about Mr. Avelar plans to increase awareness of student services and programs



produced. Mr. Avelar feels communication should be simple, flyers should be in simple English were many students can understand the message.

Dr. Stephen Rice moved to go into closed session; Ms. Chandler seconded the motion. The motion passed unanimously.

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

Discussion was held on the student-at-large appointments.

ASI Representative, Oliver Baquiaux stepped out at 11:24 AM.

ASI Representative, Oliver Baquiaux returned at 11:26 AM.

Ms. Jesica Rodriguez moved to appoint Erin Hardimon as a student-at-large member of the Board of Directors; Mr. Baquiaux seconded the motion. Vice Chair Hardimon abstained; the motion passed.

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

Mr. Richard Chester moved to appoint Edwin Avelar as a student-at-large member of the Board of Directors; Ms. Chandler seconded the motion. The motion passed unanimously.

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

Ms. Kristina Chandler moved end closed session; Mr. Baquiaux seconded the motion. The motion passed unanimously.

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

Student Affairs Manager, Dr. Stephen Rice stepped out at 11:30 AM.

Student Affairs Manager, Dr. Stephen Rice returned at 11:34 AM.

Vice Chair, Hershell Hardimon stepped out at 11:35 AM.

Vice Chair, Hershell Hardimon returned at 11:38 AM.

**e. ASI Remuneration Report**

ASI staff could not attend due to the ASI Staff Retreat being held. The ASI Remuneration Report was present by Jaime Leal, Assistant Director for the LSU. Mr. Leal informed the Board that the sublease agreement with the LSU requires ASI to spend at least \$50,000 per year on programs for students. A handout of total programs and cost was distributed to the Board.

**f. OSL Remuneration Report**

Anna Liza Garcia, 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 and the LSU is main contributor of funds (\$50,000). During the 2013-2014 academic year, OSL produced 149 programs, a total student attendance of 10,368, and an average cost per student of \$4.35. During the current 2015-2016 academic year, OSL produced 149 programs however saw a signification change of 19,044 in student attendance, a 184% increase. Average cost per student was recorded at \$2.17. 149 programs produced this is was not purposely designed, events that were cancelled due to lack of participation where not included thus shifting the total number of programs. 66% of LSU sponsored funds were allocated to six campus wide events, 13% of sponsored funds were allocated to 39 Clubs and Orgs events/program; the method in which OSL distinguishes the events that allocate LSU sponsored funds are events which speak to the LSU mission and events which the funds were originally intended such as campus wide events.

Chair, Jordan Sylvestre stepped out at 11:42 AM.

Chair, Jordan Sylvestre returned at 11:44 AM.

**g. Toro Productions Year-End Report**

Mr. Parker Chalmers, Program Coordinator presented the Toro Productions (TP) Year-End Report to the Board. TP produced a total of 84 programs in the 2014-2015 academic year, 39 programs in the fall 2014 and 45 programs in the spring 2015. Latin Heat a new Music and Culture program which provided a series of three Latin dance lessons (Salsa, Bachata, and Merengue) and ending with a Latin Dance party. Successes in programs such as Latin Heat can be associated with the change of programing location, where pervious years events were held indoors now have been move outdoors (Palm Courtyard). TP this year also saw a growth in social media presence, a little bit shy of 1,000 followers in each platform (Facebook, Instagram, and Twitter). TP saw an increase of student participations in stress break; in the spring bevy new events were included such as Snack Attach, a therapeutic Puppy Party, and free Hot Dog on a Stick.

In fall 2014 the highest attending events were Latin Heat which saw 167 student, Stress Breaks with a range of 312-365 students, and coffee breaks with an average of 250 student participants. In spring 2015 the highest attending events were LSU Game Day which saw 100 students, Stress Breaks with a range of 205-460 students, and Coffee Breaks with an average of 200 students. Overall TP had a total of 10,018 student participants for all their Music and Culture, Novelty and Variety, Wellness, Film and Lecture, and On-the-Road event for the 2014-2015 academic year.

The Board addressed a concern with the lack of programs for non-traditional students, it was shared that the LSU should take into consideration the different students it serves.

**h. Outgoing Member Recognition**

Chair Sylvestre and Director Ortiz presented certificates to ASI President Christopher Fernandez, ASI Representative Oliver Baquix, ASI Representative Jesica Rodriguez, Vice Chair Hershell Hardimon, and Chair Jordan Sylvestre in recognition for their hard work and dedication on the Board of Directors.

**12. Transition**

**a. Office Appointments**

The election of Chair, Vice Chair and Secretary were conducted by ballot voting with simple majority.

**i. Chair**

Ms. Rodriguez nominated Kristina Chandler for Chair of the Board of Directors; Ms. Chandler respectfully declined. Ms. Solano nominated Erin Hardimon for Chair of the Board of Directors; Mrs. Hardimon accepted the nomination.

***Mrs. Erin Hardimon received a majority win and was elected Chair of the Board of Directors.***

**ii. Vice Chair**

Mr. Sylvestre nominated Kristina Chandler for Vice Chair of the Board of Directors; Ms. Chandler accepted the nomination. Ms. Janette Solano self-nominated for Vice Chair of the Board of Directors and thus accepted the nomination.

*Ms. Kristina Chandler received a majority win and was elected Vice Chair of the Board of Directors.*

**iii. Secretary**

Mr. Sylvestre nominated Edwin Avelar for Secretary of the Board of Directors; Mr. Avelar accepted the nomination. Mrs. Hardimon nominated Janette Solano for Secretary of the Board of Directors; Ms. Solano respectfully declined.

*Mr. Edwin Avelar received a majority win and was elected Secretary of the Board of Directors.*

**b. Advisory Committee Chair Appointments**

The appointment of Chair for the Facility Use Advisory Committee, Finance Committee, and Personnel Committee were conducted by ballot voting with simple majority.

**i. Facility Use**

Mr. Baquix nominated Edwin Avelar for Chair of the Facility Use Advisory Committee; Mr. Avelar accepted the nomination.

*Mr. Edwin Avelar received a majority win and was appointed Chair of the Facility Use Advisory Committee.*

**ii. Finance**

Ms. Janette Solano self-nominated for the Chair of the Finance Advisory Committee.

*Ms. Janette Solano received a majority win and was appointed Chair of the Finance Committee.*

**iii. Personnel**

Ms. Solano nominated Kristina Chandler for Chair of the Personnel Advisory Committee; Ms. Chandler accepted the nomination.

*Ms. Kristina Chandler received a majority win and was Chair of the Personnel Advisory Committee.*

**13. Announcements**

No announcements were made by the Board.

**14. Adjournment**

The meeting was adjourned at 12:24 PM by Jordan Sylvestre.

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

Date of approval: 9/4/2015