

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

1. Call to Order and Attendance

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

Present

Edwin Avelar
Dinh Ly
Evelyn Munoz
Adriana Gamino
Tamala Lewis
Richard Chester
Cecilia Ortiz
Dr. David Braverman

Absent

Marquel Reid
Grace Iheke
Dr. Stephen Rice

Staff

Arnecia Bryant
Jaime Leal

Guests

Kimberly Barocio
Daniel Cutrone

2. Approval of Agenda

Secretary Ly moved to approve the agenda for November 4, 2016; Ms. Gamino seconded the motion. The motion passed unanimously.

Motion passed. 5-0-1

3. Approval of Minutes

Richard Chester moved to approve the minutes for October 7, 2016 Board of Directors (BOD) meeting; Ms. Gamino seconded the motion. The motion passed unanimously.

Motion passed. 4-0-1

4. Chair's Report

Chair Avelar thanked Jaime Leal for facilitating a Financial Terminology Meeting with the Student at Large Members. He would like to see these meetings arise more often so everyone is adequately informed therefore making educated decisions when voting.

5. Director's Report

Director Ortiz informed the Board interviews for the Manager Programs Marketing and Assesment (PMA) position have begun with two interviews confirmed. Associate Director Arnecia Bryant has tendered her resignation for the Loker Student Union to become the Interim Director of the Woman's Resource Center. Director Ortiz extended an invitation to the Board for a farewell event taking place on Monday November 14, 2016 in Café 1910.

The LSU is planning on replacing two water heaters. Ballroom audio-visual overhaul has been scheduled to replace old systems by the end of November. With the installations of the new systems temporary PA systems will no longer be in use.

The LSU has participated in various conferences and retreats. The Cross Cultural Retreat took place from October 21 to October 23, 2016 at American Jewish University. Director Ortiz Ortiz, Support Services Coordinator Giselle Atallah, and Services Manager Israel Sandoval attended the Cross Cultural Retreat where strong connections were made with others. The ACUI Conference is being held at the University of Berkley from November 4-7, 2016. The LSU has a strong showing at ACUI with several professional members, board members and student assistants participating and presenting education sessions. The LSU will also be participating in the NACA conference from November 10 to November 13, 2016 in Ontario, CA. Sending a group of three employees and three volunteers. Director Ortiz attended the CSU 101 conference and reported it was an intensive training on how California States Universities conduct business.

6. Facilities Use Committee Report

Secretary Ly informed the Board of goals the Facilities Use Committee discussed at their last meeting. The first goal is the Student Union will foster full inclusion for expression including but not limited to: culture, religion and ability and cultivate an environment that incites learning and community building. Second, solidify input on programs and services to determine best use for facility allocations for student needs. Third, to develop a tenant interest form and process for space allocation which prioritizes alignment with goal number to and/or revenue generating tenant. Fourth, increase membership by 5 student members. Fifth, by spring 2017, increase commuter students with minimum cost to operation. Sixth, foster a culture of wellness by installing sleep stations in the Student union by December 2016.

The committee previewed the Tenant Interest Form which will be further discussed at the next meeting. Lastly, they discussed space allocation for Room 111.

7. Personnel Committee Report

The Committee discussed Consultant Consultation Review, Director's Evaluation, and Director's title change. The Personnel Committee shared their goals for this year which are, completing the Director's Evaluation revision and recruiting two to five students for the Personnel Committee.

8. Finance Committee Report

Assistant Director Jaime Leal informed the Board the committee discussed the first quarter financials for the Student Union which will be presented later in the meeting.

9. Open Forum

Mr. Chester discussed the Library Visionary Committee and what are the Library's needs. He encouraged the board to have the same mindset when thinking of the Student Union and asked them what it's role is? He encouraged the board to email him their thoughts on the topic. Dr. Braverman discussed turning the library into learning communities. He recognized the open forums between the staff, faculty, and students. He informed the Board of the University's approval to build housing. Lastly, he discussed changes will be made to the Office of Student Life. He stated that there are many resources within OSL such as Multi-Cultural Affairs. A board member inquired how the addition of housing will affect those living here and inside the Union. Dr. Braverman noted housing will increase the population size and public safety incidents.

10. Old Business

a. Ethics and Accountability

Director Ortiz explained the discussion on Ethics and Accountability is a continuation on a prior conversation and would like to incorporate various activities. She noted the conflict board members and staff may come across.

11. New Business

a. 1st Quarter Finance Report – Finance Committee

Assistant Director Jaime Leal presented the 1st Quarter Finance Report. Mr. Leal explained the first quarter optimum range is around 25% which ended on September 30th. The optimum range for student fees, which is the primary source of revenue is 0%. Optimum range for quarter two is 50%. Interest is 0% which is projected to be \$2500. The LSU is expecting to process the LAIF investment fund which will take few weeks to post, and be shown in the 2nd quarter report.

Facility use rent, the LSU will be invoicing the campus. Misc. is at 0%. Operating expenditures is below optimum at 12%. Part of the first quarter includes a month and a half of summer, so activity is lower. Utilities and maintenance is low. Accounting is at 15%, Event cost 39%, open house program was expanded for welcome week. Salaries are within range; post-employment benefits are at 0%. A portion is to cover unfunded liabilities at the end of the year. Campus wide programs 12%, due to welcome week. Budget purchases being planned; depreciation is at 26%, which is on target.

b. Cost of Living Adjustment – Personnel Committee

Director Ortiz moved for a 3% raise to the cost of living for professional staff with one or more years of tenure from July 1st 2016. The Cost of Living Adjustment was previously mentioned in the Personnel Committee meeting. Ortiz spoke on behalf of the professional staff and their important roles to the Loker Student Union. The raise will prove helpful with retention of professional staff as well. The raise will cost less than recruitment efforts and hiring new professionals.

Motion passed

c. BOD Goals

The importance of Goals was discussed. Having goals help to ask further questions and developing a focused mindset. The board discussed the different avenues to acquire student feedback such as focus groups and speaking to student organizations. The board would like to increase advertising for the Board of Directors such as creating a Town Hall meeting or Lunch with the board members. Through these events the board would like to unite students and their input.

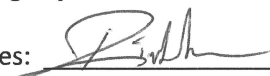
d. #MyLSU Campaign

Director Ortiz discussed the #MyLSU Campaign which would promote the LSU diversity and how the community comes together in this facility for students and staff. The campaign is being done by student assistants who through this campaign are developing their skills.

12. Announcements

Chair Avelar thanked everyone for coming to BOD meeting. Ortiz thanked Associate Director Arnecia Bryant for of her dedication to the Loker Student Union. Announcement about early voting shuttle being provided to take student to early voting polls. The Art Gallery will be showcasing art from fellow Toros in Lacorte Hall.

13. Adjourn- Meeting Adjourned at 11:34 AM

Approval of minutes:  Secretary or _____ Chair

Date of approval: 12/2/16