

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, December 2, 2016

1. Call to Order and Attendance

The meeting was called to order at 10:07 a.m. by Chairperson, Edwin Avelar.

| <u>Present</u> | <u>Absent</u> | <u>Staff</u> | <u>Guests</u> |
|---------------------|-----------------|-----------------|---------------|
| Edwin Avelar | Tamala Lewis | Jaime Leal | |
| Marquel Reid | Richard Chester | John Stigar | |
| Dinh Ly | Roshni Thomas | Giselle Atallah | |
| Evelyn Munoz | | Parker Chalmers | |
| Adriana Gamino | | | |
| Dr. Stephen Rice | | | |
| Daniel Cutrone | | | |
| Jordan Sylvestre | | | |
| Homaira Masoud | | | |
| Cecilia Ortiz | | | |
| Dr. David Braverman | | | |
| Dr. Paz Olivarez | | | |
| Grace Iheke | | | |

2. Approval of Agenda

Mr. Sylvestre moved to approve the agenda for December 2, 2016; Vice Chairperson Reid seconded the motion.

Secretary Ly moved to amend the agenda, moving item 10) a. Faculty Representative Appointment after item 8) Open Forum; Ms. Munoz seconded the motion.

The motion to amend the agenda passed unanimously.

Motion passed. 6-0-0

The motion to approve the amended agenda passed unanimously.

Motion passed. 6-0-0

3. Approval of Minutes

Secretary Ly moved to approve the minutes for November 4, 2016 Board of Directors (BOD) meeting; Mr. Sylvestre seconded the motion.

Vice President, Student Affairs Designee Dr. Paz Olivarez arrived at 10:11 a.m.

The motion passed.

Motion passed. 6-0-1

4. Chairperson's Report

Chairperson Avelar sent an email to the Board highlighting actions that they Board has accomplished this academic year. He praised each advisory committee, expressing his appreciation for their respective work. Lastly, expressing his desire to openly communication with Board members keeping them informed when they cannot attend meetings.

5. Director's Report

Director Ortiz announced that the Loker Student Union has hired the Manager – Programs Marketing and Assessment, Melissa Bancroft. Ms. Bancroft will on-board on December 19, 2016, and will begin full-time in January 2017.

Regarding LSU Finance, the LSU received the 2016-2017 operating budget from the University Office of the President. A proposal has been submitted to the University Student Fee Advisory Committee to address changing the LSU \$40 portion of the fee to permanent. Finance committee has been part of the discussion; Director Ortiz will continue to provide update reports to the Board.

Director Ortiz report, the Ballroom A/V project is 99% complete. The Ballroom A/V project entailed overhauling the audio visual system in the ballroom to a current fully functional system. Sound issues that guests have experienced in the last year have been addressed. LSU staff and system engineers have coordinated making the system more user-friendly and adding a control component in the back of ballroom C to support specific event needs. Staff is awaiting a switch that was ordered, once the switch is installed the system will be fully functional and the projected completed. Director Ortiz thanked John Stigar, Jaime Leal, Israel Sandoval along with other staff were instrumental in managing the Ballroom A/V project.

Director Ortiz distributed two designs for the #myLSU campaign, soliciting Board feedback on which design to move forward with posting. Lastly, Director Ortiz announced her appointment as the Chairperson for the ACUI Region I Conference Planning Team (CPT). She will serve on the CPT until November 2017; the ACUI regional conference will be held in Arizona.

6. Finance Committee Report

The Finance Committee met on November 17, 2016. The committee discussed long-term financial planning and recruitment of student members. The committee is interested in talking to specific colleges, whose students might be interested in getting involved.

7. Facility Use Committee Report

Secretary Ly directed the report to agenda item "Sleep Stations".

8. Open Forum

No one from the gallery addressed the Board.

ASI Representative, Grace Iheke arrived at 10:03 a.m.

10. New Business

a. Faculty Representative Appointment

Director Ortiz introduced Dr. Daniel Cutrone, whom is interested in serving on the Board as the Faculty Representative. Dr. Cutrone is a geologist and anthropologist, instructing in the Earth Science department at CSUDH. He has been part of the university since 1997, where he started as a part-time instructor. Dr. Cutrone enjoys working with the student at Dominguez Hills because of their diversity. He related to the students because he too was a first generation college graduate in his family, he understood the struggle that most students face, and expressed his pride to see his students obtain their college degrees. Dr. Cutrone stated his desire to be part of the Board and become more involved with students.

Chairperson Avelar thanked Dr. Cutorne and excused him from the room while the Board held a vote to determine Dr. Cutone's appointment to the LSU Board of Directors as a Faculty Representative.

Vote passed. 8-0-0

9. Old Business

a. Long-term Organizational Goals

Director Ortiz distributed a copy of the organizational goals generated by a prior Board of Directors. Organizational goals are typically mid-to-long term goals that drive staff's work. The committee held discussion on what overarching goals are still relevant to the organization as well as held conversation on current Board interest. Chairperson Avelar, Vice Chairperson Reid, Dr. Cutrone, Dr. Olivarez, and Director Ortiz volunteered to be part of an ad hoc committee to review the organizational goals and the suggestions that were discussed.

b. BOD Member Goals

At the previous Board meeting, the Board identified one goal they would like to move forward with. An event similar to "Pizza with the President", where the Board can meet its constituents, hold conversations with them, provide an opportunity for constituents to ask questions and learn about the LSU mission. The LSU programming unit identified Tuesday, January 31, 2017 and Wednesday, February 1, 2017 as dates to host a BOD Meet & Greet. The two dates were selected to allow for the Board to connect with both day and evening students. Director Ortiz sought to narrow a timeframe that that maximizes Board attendance. After discussion, the BOD Meet & Greets will be on Tuesday, January 31, 2017 12:00 p.m.-1:00 p.m. and Wednesday, February 1, 2017 5:30 p.m.-6:30 p.m.

10. New Business

b. Sleep Stations – Facility Use Committee

Secretary Ly moved to purchase two sleep pods and designate Mrs. Loker's office to a sleep room; Chairperson Avelar seconded the motion.

The Facility Use Committee recommends to bring sleep pods due observations of CSUDH students sleeping everywhere; students sleeping in the library, in their car, and especially in the big LSU seats. Secretary Ly shared that studies show taking naps (15 or 20 minute naps) re-energize students.

The Board discussed the concern that the Meditation Space is currently serving as a sleep room. The intention is to redirect the flow from the meditation space to the sleep room, keeping the integrity of the meditation room's purpose. Mrs. Loker's office is located on the second floor adjacent to Wells Fargo, the office is a private area which will serve as a great location. It was commented that sleep pods seem like a great idea, and the questions was posed if there isn't a need for more than two sleep pods? It was shared the Mrs. Loker's office only fits about two sleep pods, hence the recommendation to purchase two. It was also shared, that the space and two pods are meant to serve as a trial run. Contingent on use, popularity of the service, an alternative space and more pods could be purchased in the future. Questions regarding possible costs, reconstruction needs, monitoring of space, risk, and pods reservations were raised. The space that the committee identified wouldn't need construction, just minimal power. The risk associated with providing such a service is covered by the LSU's insurance plan.

Dr. Rice moved to amend the motion and send it back to committee in order to gather more information; Ms. Iheke seconded the motion.
The motion passed.

Motion passed. 7-1-0

Director Ortiz inquired as to what are the specific questions the Board would like answered? The Board would like a visual presentation on maintenance/cleanliness needs, space usage for possible expansion, policy and procedure, dimensions of space and pods, and what the space would look like and how it would function?

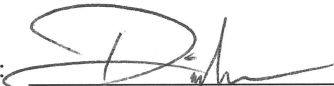
11. Announcements

Dr. Braverman announced that homecoming is from the 6th-11th in February.

Dr. Paz announced a Dream Center Coordinator was on-boarded at CSUDH to support undocumented students whom need assistance. The Dream Center Coordinator is currently located in the Multicultural Affairs offices.

12. Adjourn

The meeting was adjourned at 11:24 a.m. by Chairperson Avelar.

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

Date of approval: 2/3/17