

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, February 3, 2017

1. Call to Order and Attendance

The meeting was called to order at 10:13 a.m. by Chairperson, Edwin Avelar.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Edwin Avelar	Marquel Reid	Jaime Leal	
Dinh Ly	Grace Iheke	Melissa Bancroft	
Maria "Bae" Gadduang	Homaira Masoud	Giselle Atallah	
Erick Garcia	Dr. Paz Olivarez		
Dr. Stephen Rice	Tamala Lewis		
Daniel Cutrone			
Richard Chester			
Jordan Sylvestre			
Roshni Thomas			
Cecilia Ortiz			

2. Approval of Agenda

Secretary Ly moved to amend the February 3, 2017 agenda, adding agenda item 9) Old Business a) Sleeping Pods; Mr. Sylvestre seconded the motion.

The motion to amend the agenda passed unanimously.

Motion passed. 6-0-0

Chair Avelar moved to amend the agenda, adding agenda item 10) New Business c) Meet & Greet; Secretary Ly seconded the motion.

The motion to amend the agenda passed unanimously.

Motion passed. 6-0-0

Mr. Chester moved to approve the agenda as amended; Mr. Sylvestre seconded the motion.

The motion passed unanimously.

Motion passed. 6-0-0

3. Approval of Minutes

Secretary Ly moved to approve the minutes for December 2, 2016 Board of Directors (BOD) meeting; Mr. Sylvestre seconded the motion.

The motion passed.

Motion passed. 6-0-1

4. Chairperson's Report

Chairperson Avelar informed the board Evelyn Munoz resigned from the Board as a Student-At-Large member. Therefore, he will be taking over as chairperson for the Personnel Advisory Committee. Chairperson Avelar announced that the Black Resource Center has been designated temporary space in the lower level of the LSU.

5. Director's Report

Director Ortiz introduced Melissa Bancroft, Manager – Programs Marketing and Assessment to the Board. Within the professional staff, there are two vacancies: Program Coordinator and Associate Director. Parker Chalmers has accepted a position with another campus and no longer with the LSU. Following review of the Program Coordinator job description, the position will be posted. Prior to posting the Associate Director position, it will undergo job description revisions.

Implemented by the Facilities Use Committee, on January 23, 2017 the LSU has begun opening the facility earlier at 6:30 a.m. Mondays-Fridays. It has proven successful, as 17 students have come into the LSU from 6:30 a.m.-7:00 a.m. Director Ortiz has also received positive comments from staff who work in support centers, who are happily spreading the word. There are currently two affinity centers located inside the LSU; Director Ortiz is expecting the tenant interest forms to be completed in order to have it on the Facilities Use Committee agenda.

6. Finance Committee Report

The Finance Committee met on January 24, 2017. The committee continued work on long-term financial planning, reviewed second quarter financial report, and discussed membership recruitment. As the semester progresses, there seems to be students who are interested in joining committee.

7. Public Comment

No one from the gallery addressed the Board.

9. New Business

a. Alumni Representative Appointment

Director Ortiz introduced Erick Garcia, who is interested in serving on the Board as the Alumni Representative. Mr. Garcia is a lawyer with a practice on family and immigration law. He plans to expand into corporate law, specifically real estate and land development. Mr. Garcia shared his interest and excitement to be on the Board. Sharing that as a student, he sat on the LSU Board of Directors during the time when the student union closed for construction and the new facility opened. Mr. Garcia stated that his institutional history could serve as great benefit for the Board. If given the opportunity, he expressed it would be of great pleasure to give back to an institution that provided him with opportunity and growth.

Mr. Sylvestre moved for closed session; Ms. Gadduang seconded the motion.

The motion passed unanimously.

Motion passed. 6-0-0

The Board held a vote to determine Mr. Garcia's appointment to the LSU Board of Directors as an Alumni Representative.

Vote passed.

Mr. Sylvestre moved to end closed session; Ms. Gadduang seconded the motion.

The motion passed unanimously.

Motion passed. 6-0-0

8. Old Business

a. Sleeping Pods

Secretary Ly distributed to the Board an informational brochure, outlining dimension, features, and maintenance needs for the energy pods. Secretary Ly also distributed an article of a college campus who has implemented similar sleeping pods and the benefits students derived from such a service. Secretary Ly reminded the Board, of the Facility Use Committee's recommendation to purchase two energy pods, and utilize Mrs. Loker's office as a sleep room. The board held discussion on how many student the LSU would like to provide service; would

it be of more benefit to purchase more sleep pods instead of two? The Board feels that it would be best to serve many students instead of a few.

A survey is generated to investigate student's respective sleep habits and needs. Questions include if students would prefer an energy pod or a cot, from a public or private room, and if they sleep or nap on campus and where. The Board showed interest in visiting a local institution that has energy pods to learn how the service is managed, the benefits and popularity of such a service.

Director, Facilities Planning & Construction Management Roshni Thomas arrived at 11:06 a.m.

9. New Business

b. Discussion on Bylaws & Director Position

Mr. Garcia brought to the Board's attention that there is a possible conflict between the organization and the Bylaws. After reading the Bylaws, Mr. Garcia noticed that it references an Executive Director, however there is no Executive Director in the organization only a Director, Cecilia Ortiz.

Discussion was held on two possible methods to rectify the concern: 1) change the Bylaws to reflect Director instead of Executive Director, or 2) change the Director's title to Executive Director.

Dr. Rice moved to establish an Ad Hoc committee of which the members appointed by the Chairperson; the committee would research and provide a recommendation to the Board. The motion passed unanimously.

Motion passed. 7-0-0

c. 2nd Quarter Financial Report

Jaime Leal, Assistant Director presented the 2nd Quarter Financial Report. Mr. Leal explained the second quarter ends on January 31st with an optimum range around 50%. The optimum range for student fees, which is the primary source of revenue, is at 52%. Vending/tix sales/vendors is at 67%, misc. income is at 117% due to high game room usage.

Operating expenditures is below optimum at 33%. Utilities and services is at 8% due to invoice timing. Campus wide programs is at 18%; the LSU expects it to increase as cost of major campus programs (homecoming) are in the 3rd quarter. Salaries-reimbursed is at 0%, monies were set aside to support a Multicultural Affairs Coordinator position. Capital purchase is at 0%, this is due to items identified for purchase but yet to move forward.

The Board inquired on why there was a \$2,000 increase in acctg./audit/attny fees line item from fiscal year 15/16 to 16/17? Fluctuations in the line-item are due to how often the LSU reach out to its attorneys, overall cost for audits have decreased due to soliciting an audit firm that specializes in non-for-profit. A question arose on how depreciation is calculated; Mr. Leal explained that the LSU uses a straight-line method based on useful life.

d. Meet & Greet

Chairperson Avelar thanked the Board on their participation in the BOD meet and greet. Two meet and greets were held, the first on the East Walkway during the lunch hour, the second

held after business hours in the Ballroom. The purpose was to engage both day and evening students, provide opportunity for students to learn about the Board, and for the Board can hear first-hand student's needs. Mr. Sylvestre expressed that the meet and greets were a great start. Secretary Ly shared that the Board should target and engage new students (freshmen and transfers).

Director, Facilities Planning & Construction Management Roshni Thomas leaves at 11:49 a.m.

10. Announcements

On February 7, 2017 began the start of homecoming, were the new Toro Mascot will be introduced. The LSU will host Toros After Dark on February 9, 2017 from 9:00 p.m.-12:00 a.m. as part of the homecoming festivities; the LSU will be strictly enforcing the Dance Policy.

The 2017-2018 Housing RA application process will begin in February.

11. Adjourn

Chairperson Avelar adjourned the meeting at 11:52 a.m.

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

Date of approval: _____