

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, April 7, 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	Tamala Lewis	Jaime Leal	
Marquel Reid	Jordan Sylvestre	Melissa Bancroft	
Dinh Ly	Roshni Thomas	Giselle Atallah	
Grace Iheke	Homaira Masoud		
Maria Gadduang			
Erick Garcia			
Dr. Stephen Rice			
Daniel Cutrone			
Richard Chester			
Dr. Paz Olivarez			
Cecilia Ortiz			

2. Approval of Agenda

Ms. Iheke moved to approve the April 7, 2017 agenda; Vice Chairperson Reid seconded the motion.

The motion to amend the agenda passed unanimously.

Motion passed. 6-0-0

3. Approval of Minutes

Secretary Ly moved to approve the minutes for March 3, 2017 Board of Directors (BOD) meeting as amended; Dr. Cutrone seconded the motion.

The motion passed.

Motion passed. 4-0-2

4. Chairperson's Report

Chairperson Avelar reported on the recent events in the LSU such as Spring Summit, Pride Prom, the opening of The Rose – Black Resource Center and the Toro Dreamers Success Center.

Director, Student disAbility Resource Center Designee Mace Mikaele and Vice President, Student Affairs Designee Paz Olivarez arrived at 10:10 a.m.

5. Director's Report

Director Ortiz reported the two professional staff vacancies (Assistant Director Facility Operations and Program Coordinator) would continue recruitment as there has been only one application submitted. The LSU will move forward with hiring a consultant to review the employment program in order to provide recommendations for how the LSU trains employees in diversity, inclusion and communication to ensure positive work environments.

The operating budget for the 2017-2018 fiscal year is being drafted, and all contracts up for renewal are being reviewed. The University has been invoiced to collect the second installment of the student center fee. This is approximately half of the revenue of the LSU operating cost; the request is 1.2 million dollars. Director Ortiz is processing the contribution to post-employment benefits, keeping current with studies and recommendations. The LSU is accessing year-end funding projects that are immediate needs for the organization.

Director Ortiz reported on an announcement from the University of Dr. Vasquez accepting the AVP of Student Affairs/Dean of Students position. Dr. Vasquez's first day will be on June 2, 2017.

Director Ortiz, Assistant Director Jaime Leal, Interim Assistant Director Facility Operations John Stigar, and Reservations Coordinator Damesha McKnight attended the ACUI Conference in Philadelphia, PA from March 18, 2017-March 23, 2017.

6. Facility Use Committee Report

The committee met on March 14, 2017 where space designation for LSU 111, and requests brought to committee attention were addressed. Within the first few hours that the sleep pod survey was distributed, 157 students responded. Currently there are 400 respondents, the survey will close on April 14, 2017.

7. Personnel Committee Report

The committee met on March 8, 2017. The committee discussed the final draft of the Director's Evaluation and associated timeline. Lastly, student Karina Cruz joined the Personnel Committee as a new member.

8. Finance Committee Report

The Finance Committee met on March 24, 2017. Due to recent weather, conversation focused around possible renovations needed and long-term financial planning. The Finance Committee welcomed new student member Anthony.

9. Public Comment

No public comment was directed to the Board.

10. Old Business

a. Director Title & Bylaws Resolution First Reading

The Bylaws committee discussed the short-term agreement of changing Executive Director within the Bylaws in order to fix the discrepancy. Changes to the language reflects Director Ortiz's current title in order to reduce confusion. For the long-term, the committee will review the possible change to organization position titles.

Alumni Representative, Erick Garcia arrives at 10:22 a.m.

University President Designee, Richard Chester arrives at 10:23 a.m.

11. New Business

a. Facility Space Designations

Secretary Ly reported on the requests the Facility Use Committee has received regarding space needs and revamping of current spaces. The spaces identified for possible revamping/designation are Mrs. Loker's Office (Room 250), Campus Dining Office (Room 215), and Room 111. The committee has been addressing service needs on the campus to assist students, provide education, and tend to their well-being. Studies show that supporting well-being needs will aid in student success and graduation. The committee is also looking into potential retail spaces as union revenue sources that does not tax students. The committee decided to present two scenarios to the Board and gather feedback on which aspects of the scenarios the committee should conduct more research to move process forward.

The Board consensus that the committee continue to look into scenario B with Room 111 divided in half as dining services is in need of more space and the other half dedicated to a wellness component. For room 215 look into a club/organization storage room and a conference room/retail space

b. Director's Evaluation

The Director's evaluation was revised to include inclusive, concise, and defined language. The Personnel Committee will manage the process; the deadline to submit feedback is on April 21, 2017. Once complied, it evaluation will be shared with the Board at the June 2, 2017 meeting. Commentary is mandatory for extreme scores and completion of an evaluation is the privilege and responsibility of each Board member.

c. Resolution Discussion

The Board discussed drafting a resolution defining any tenant occupation of space within the LSU is not allowed before proper approval by the Board. When tenancy interest is first expressed to the Facility Use Committee, the LSU follows a process until space is or is not designated by the Board. Director Ortiz clarified that there is a process but no policy created by the Board. The Board came to a consensus to generate a policy reflecting the process for space tenancy in the LSU.

12. Announcements

No announcements were shared with the Board.

13. Adjourn

Chairperson Avelar adjourned the meeting at 12:25 p.m.

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

Date of approval: _____