

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, February 6, 2015

1. Call to Order and Attendance

The meeting was called to order at 10:13 AM by Vice Chair, Hershell Hardimon.

Present

Hershell Hardimon
Jordan Sylvestre
Kristina Chandler
Janette Solano
Christopher Fernandez
Richard Chester
Stephen Rice
Tamala Lewis
Sonja Daniels
Cecilia Ortiz
Jessica Rodriguez
Oliver Baquiav
Robert Fenning

Absent

Barbara Gomez
William Franklin
Patricia Ann Wells
Jonathan Scheffler

Staff

Giselle Atallah
Arnecia Bryant
Jaime Leal
Carole Desgroppes
John Pharris

Guests

John Epps
Edwin Avelar
Lily Yang

2. Approval of Agenda

Chair Sylvestre moved to approve the agenda for February 6, 2015; Ms. Chandler seconded the motion. No further discussion was held. The motion passed unanimously.

Motion passed. 7-0-0

3. Approval of Minutes - December 5, 2014

Mr. Chester moved to approve the minutes for December 5, 2014 Board of Directors (BOD) meeting. Mr. Fernandez seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

4. Approval of Minutes – January 15, 2015

Ms. Solano moved to approve the minutes for January 15, 2015 Board of Directors (BOD) special meeting. Ms. Lewis seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

5. Chair's Report

Chair Sylvestre reported that Phase I of the feasibility study has begun and spent time promoting Student Recreation and Wellness Center (SRWC) Focus Group sessions to the student body on the East Walk Way. Discussions and meetings have been held with the ASI President to campaign for ideas in expanding student awareness of the SRWC Feasibility Study. A resolution has been drafted in regards to the LSU involvement with the SRWC project and will be read to the Board.

ASI Representative, Oliver Baquiav & Jessica Rodriguez arrived at 10:16 AM.

Chair Sylvestre has requested all Board members to advise CSUDH students to partake in LSU committees in order to have a stronger student presence in LSU matters and recommendations. The Board will also be tabling on Monday, February 23, 2015 from 2:30 PM – 4:30 PM.

6. Director's Report

Director Ortiz reported new carpet installation has been completed in the Ballroom and Pre-function area. The LSU has received positive feedback from constituents utilizing or visiting the space. The next step is to replace furniture in the pre-function area due to terrible disrepair; as a temporary solution the furniture was replaced with event furniture such as cocktail tables and chairs.

Spring semester is in full effect and the union has not encountered any setbacks in LSU operations, programming, and services. The LSU recognizes that the facility is at capacity in regards to CAS standards thus facility use has been and will continue to be monitored in order to for to accommodate the growing campus population. The LSU and it Board are in a place where strategic and create usage need to be considered as it relates to increasing enrollment, the future of the student union, and our ability to support the students of the campus.

The focus groups for the SRWC idea have been completed they took place Wednesday, February 4, 2015 and Thursday, February 5, 2015. More will be said in item 10. b.

In regards to LSU finances; the LSU is entering audit preliminary steps with Vasin, Heyn and Company. The audit entrance letter is currently being reviewed. The LAIF Authorization for Transfer of Funds has been filed with the State Treasurer's Office; the LSU is current with all signatories. The LSU is continuing to work with Foundation, insurance providers, and others who support our employment practices to move student employees from being hired through the state to being hired directly from the union. This ensures that the proper processes, funding, and budgets are in place to successfully handle the transition.

The Assistant Director, Associate Director of Operations, and Director of the LSU will be attending the Auxiliary Organization Association (AOA) Conference at the Langham Hotel in Pasadena from Sunday, February 8, 2015 to Wednesday, February 11, 2015.

7. Finance Committee Report

The Finance Committee met on Monday, January 28, 2015. The committee reviewed the 2nd Quarter Financial Report. Beginning discussion was held on workforce employment sick leave benefits which includes Student Assistant Employees (SAE). An update was provided to the committee on LSU's investment in the SRWC Feasibility Study. The LSU is in the process of beginning an actuary study which is conducted every five (5) years. Dialog was also held on LSU's Salaries – Reimbursed which was discussed at the BOD November meeting; further discussion and research is needed.

8. Open Forum

No one from the gallery addressed the Board.

9. Old Business

a. TV Lounge/Meditation/Reflection/Quiet Space Project Status Update

Arnecia Bryant, Associate Director of Operations and John Stigar, Facility Engineer provided the Board an update to the TV Lounge/Meditation/Reflection/Quiet Space Project also referred as DLR Project. The LSU is currently in Plan-Check, a step in the construction process which allows the state to review construction drawings/the prints. This state double checks the prints and provides comments (concerns, questions, or request for explanation) which is sent to the DLR Group. Once updated. The prints are sent to the Fire Marshall for review before construction can commence.

It will take approximately the entire spring 2015 semester for this project to be completed; two (2) weeks for updating the prints, four (4) weeks for a bid to be sent and awarded, and six (6) to eight (8) weeks for construction completion. If the construction begins during the spring semester it will take area off-line which will displace students and decrease current LSU capacity. It is recommended that construction began in the summer as early as June when student enrollment is low in order to prevent displacement and guarantee completion prior to the Fall 2015 semester.

b. Logo Design Update

Director Ortiz presented three student designed logos to the Board. The Board will provided feedback on concept rather than design quality while answering 1) what emotions were evoked when presented with the logo, 2) any association to a group, organization or type of industry, and 3) what abstract symbol or symbolism the logo had or saw. The feedback was collect by Carole Desgropes, Manager of Programs, Marketing and Assessments and be shared with the student designers in order to further develop a logo that best fits the LSU.

VP of Administration & Finance, Robert Fenning arrived at 10:35 AM.

10. New Business

a. 2nd Quarter Financial Report

Ms. Jessica Rodriguez, Finance Committee Chair reported the 2nd Quarter Budget Report. Within the Revenue section of the 2nd Quarter Financial Report Ms. Rodriguez highlighted that Vending/Tix Sales/Vendors is at 66% year-to-date; University Rent is at 0% year-to-date (one invoice will be issued with the total amount due); and Total Income is at \$1,039,310, 41% year to date. Due to an increase in Go-Print – a student printing service provided by the LSU – Misc. Income has increased from \$6,337.00 to \$7,687.00. The Board inquired as to the reason why Misc. Income does not have a year-to-date percentage; this is due to the fact that the LSU does not budget for Misc. Income because it cannot be properly forecast/projected.

Total Expenses are at 37% year to date, this is primarily due to invoices not issued for services rendered to the LSU such as Contract Custodial at 32% year-to-date. Event Cost (Activities) is at 28% which is low and not at optimum, majority of expected expenditures will be rendered in the Spring 2015 semester. OPEB Expense remains at 2% until year-end; an actuary study needs to be conducted to give us the new projection based on the current demographic of employment for post-employment benefits so that we are in compliance with GASB45.

Budgeted Capital Purchases as of 12/31/2014 is at 0%; \$20,000 have been allocated to implement the LSU rebranding, which is expected to launch towards the end of the Spring 2015 semester.

b. SRWC Steering Committee Update

An email was released by Chair Sylvestre and ASI President, Christopher Fernandez informing the student body in CSUDH's interest in a Student Recreation and Wellness Center. Followed by the allocation of funds for an SRWC feasibility study, focus group sessions were held on Wednesday, February 4, 2015 and Thursday, February 5, 2015 by Brailsford & Dunlavey a program management firm.

Andrew Perez, Assistant Project Manager was the facilitator of the focus groups sessions. Each focus group comprised of specific cohorts such as Freshmen, Upper Classmen, Student Organizations, Faculty/Staff, LSU Student Leaders, LSU/EMSA Professional Staff, Older Adult Students, Campus Residents, and Open to all. Mr. Perez goal was to interview a total of one-hundred (100) individuals; a total of one-hundred fifty (150) individuals were interviewed. Through the focus group sessions Brailsford & Dunlavey will be able to discern how different cohorts feel about a Student Recreation and Wellness Center.

c. Student Recreation and Wellness Center Resolution (First Reading)

The Board had a first reading of the drafted Student Recreation and Wellness Center Resolution.

Mr. Fernandez moved to strike "Professional and Student Staff of day to day operation shall be hired under the organization of the LSU, excluding programing space secured by an agreed partner." From the third "Resolved," paragraph of the resolution. Ms. Rodriguez seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

Chair Sylvestre moved to 1) add "University" between "Loker" and "Student" each time "The Donald P. and Katherine B. Loker Student Union" was mentioned in the resolution; 2) strike "in efforts to continue producing students invested in the classroom, invested in self and invested in the University." following, "The establishment of a Student Recreation Wellness Center (SRWC) targets the services of students, highlight the well-being of all students while on the campus of CSUDH" in the first "Whereas," paragraph of the resolution; 3) insert "up to" between "contribute" and "\$50,000" in the second "Whereas," paragraph of the resolution; 4) strike "decided" and insert "recommended" between "be" and "by" in the first "Resolved," paragraph of the resolution; 5) strike "go/ no-go" between "the" and "process" in the second "Resolved," paragraph of the resolution; 6) strike "moving" between "forward" and "or" in the second "Resolved," paragraph of the resolution; 7) strike "go/ no-go" and insert "subsequent" between "in" and "phases" in the second "Resolved," paragraph of the resolution; 8) strike "a" and insert "2/3" between "showing" and "majority" in the second "Resolved," paragraph of the resolution; and 9) delete "s" from "Recreations" in the third "Resolved," paragraph of the resolution. Mr. Fernandez seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

d. April BOD Meeting Spring Break

Director Ortiz reminded the Board that the April BOD meeting will take place on Friday, April 10th from 10:00 AM – 12:00 PM in LSU 324-325. This is a reminder to alleviate confusion since the first Friday in April will be during Spring Break.

11. Adjournment

The meeting was adjourned at 11:29 AM by Vice Chair Hardimon.

Approval of minutes: Kristina Chandler or _____
Secretary, Kristina Chandler Vice Chair, Hershell Hardimon

Date of approval: March 6, 2015