

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, May 1, 2020**

**1) Call to Order and Attendance**

Chairperson Anthony Thompson, called the meeting to order at 10:05 am. This meeting was held via video conferencing due to the COVID-19 pandemic.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Dr. Thomas A. Parham	Dean LeIm	Deborah Wallace
Johnathan Thomas	Matthew Smith	Melissa Bancroft	Dylan Lizarraga
Patrice Bonds		Jamie Leal	Angel Salvador
Rihab Shuaib		John Stigar	Mario Ibarra
Erick Garcia		Israel Sandoval	Meybelin Recinos
Christian Jackson		Gloria Medina	Ana Miriam Barragan
Cecilia Ortiz		Ana Maria Celis	Catherine Jernany
Makonnen Tendaji		Victor Gonzalez	Karama Blackhorn
Zach Ritter		Linda Brown	Arlin Gonzalez
Roshni Thomas		Giselle Atallah	Trey Jones Hunter
Tamala Lewis			Yesley Lopez
Adam Kasarda			Deborah Roberson Simms
Wayne Nishioka			Meryah Fisher
John Menary			Paula Alvarado
Dr.(Dang)Ruttanatip Chonwerawog			Jovette Curtindoluph
			Thelma Iwuchkwu
			Marissa Diaz
			Milon Eatmon
			Paul Mate
			Stephanie Garcia
			Lizbeth Reyes
			Darlene Maes
			Sean
			Elies
			Susana
			Jerry Groomes
			Benjamin Gillespie
			Maurice Johnson
			Kamen Hartford

**2) Approval of Agenda**

Alumni Representative Erick Garcia moved to approve the agenda for May 1, 2020. Community Representative Tamala Lewis seconded the motion.

The motion passed unanimously.

***Motion passed 9-0-0.***

**3) Approval of Minutes**

Alumni Representative Erick Garcia moved to approve the minutes for April 10, 2020 Board meeting. Vice Chairperson Johnathan Thomas seconded the motion.

The motion passed unanimously.

***Motion passed 9-0-0.***

**4) Chairpersons Report**

Chairperson Anthony Thompson reported he has actively been recruiting for the Board, attended subcommittee meetings and meeting with student-at-large to discuss various issues.

**5) Directors Report**

Director Cecilia Ortiz shared new protocols on how the Board receives meeting agendas and supporting materials. Meeting agenda and materials are now attached to the Outlook meeting invitations. Due to the LSU being closed to the public, the agenda is no longer being posted in the

BOD display case outside the administration office. The public can access the agenda and Zoom meeting link through the LSU BOD webpage.

The ballroom and meeting rooms partition walls project and video surveillance installation are near completion. An irrigation pipe and a sanitary waste pipe were repaired.

In the area of programming, the LSU had a successful Birthday Zoom Room event. There were 75 attendees who celebrated those who had birthdays in April. The LSU will host additional virtual programs around the time of finals and commencement.

The LSU is recruiting for the Board of Directors Student-at-Large positions. Director Ortiz encouraged student guests to apply.

**6) Facility Use Committee Report**

The Facility Use Committee met on April 22, 2020 to discuss the 1910 Café & Lounge Project Funding, the Affinity Center lease renewal and Video Surveillance Policy.

**7) Finance Committee Report**

The Finance Committee met on April 23, 2020 to discuss the 1910 Café & Lounge Project Funding, the 3<sup>rd</sup> Quarter Financial Review, and EO 1000.

**8) Personnel Committee Report**

The Personnel Committee met on April 15<sup>th</sup>, 2020. The committee had no items for the May Board meeting.

**9) Public Comment**

Trey Jones Hunter shared the Rose Black Resource Center (BRC) is a valuable asset to the campus, provides students a safe space, has a welcoming feeling, and if removed, it will lower student activity.

Dylan Lizarraga shared that by renewing the Queer Culture and Resource Center (QCRC) lease, the Board is doing it for the LGBTQ community. It is a space for student and staff success, to build community, and give them accessibility.

Yesley Lopez shared that all Affinity Centers allowed them to feel safe and represented. They shared that students rely on affinity centers as a safe place and for meetings. They expressed how all the centers are equally important.

Milon Eatmon shared that all affinity center spaces are important to the student union. They shared the BRC has given them the opportunity to receive a scholarship through the McNair Scholar Program. They also expressed that the QCRC allows students to volunteer and is a great to be involved on campus.

Meybelin Recinos shared that all three affinity centers are important to create a safe space for students, provide scholarships, where students rely for food dependency, and socialize. They shared the Toro Dreamers Success Center (TDSC) has allowed students to be themselves, build connections, provide legal services and feel welcomed overall.

Maurice Johnson shared they are a first year student and their experience with the BRC has been really great. They voiced that the BRC fosters community, stability, and a place to go for resources.

Lizbeth Reyes shared that the TDSC, QCRC, and BRC complement each other. They shared that the affinity centers provide different ways to get involved, to build a sense of community, brings traffic to the campus, and exposure to services. The centers provide a sense of security and get together to collaborate.

Paula Alvarado shared they volunteered as a QCRC art director and helped with the introduction of the center. The CSUDH campus provides what other campuses don't which is one of the reasons they wanted to attend here. The QCRC is still active during quarantine and continues to provide a friendly space.

Paul Mate shared that the BRC is a place to work and connect with other students, to talk about academic and social issues.

Darlene Maes, a transfer student to CSUDH, shared that all the affinity centers are necessary resources and spaces that students do not get outside of campus. CSUDH should continue this type of support. They hope there is development and planning of a possible Latinx center in the future to provide a voice to those who identify with the Latinx community.

Sean shared the BRC is an establishment that gives students a connection to CSUDH to make them feel at home. They advocated for the lease to be renewed since the center serves all populations on campus, and advocated for a bigger space.

*ASI President Christian Jackson arrived at 10:46 a.m.*

Coordinator of the Rose Black Resource Center Catherine Jeremany shared that the BRC and other affinity centers should remain in the LSU since students consider these spaces as home. They shared that students learn from other cultures and all the centers are here to advocate, which exemplifies the LSU's mission.

Alumni Adriana Reyes shared that while attending CSUDH, they did not have affinity centers available. They shared how the QCRC and the center at the community college in which they work have collaborated. They expressed how CSUDH now has a space for them to feel comfortable, valued, feel a sense of community, bring visibility and provide much needed resources.

## **10) New Business**

Due to a potential loss of quorum, agenda item 10.b. was addressed first.

### **b. Affinity Centers Designation Expansion**

The Division of Student Affairs submitted a request for the Board to consider a lease extension of rooms 110A for the Toro Dreamers Success Center, 132 for the Rose Black Resource Center, and 215 for the Queer Culture Resource Center from July 1, 2020 to June 30, 2023.

Vice Chairperson Jonathan Thomas moved to approve the renewal of the lease. Secretary Patrice Bonds seconded the motion.

Motion passed unanimously.  
***Motion passed 9-0-0.***

*Community Representative Tamala Lewis left at 11:00 a.m.*

**a. 1910 Café & Lounge Project Funding**

Director Cecilia Ortiz presented on the 1910 Café & Lounge Project Funding and provided clarity on some of the questions posed from the April 24, 2020 Board of Directors meeting.

The Philanthropic Foundation's Board was approached by the Foundation to loan funds for the project. However a decision had not been reached at the time of this meeting. The Foundation Interim Executive Director Jerome Groomes reported they will be working with Director Cecilia Ortiz regarding possible options for the project. The Foundation's Board will meet on May 12, 2020 and are expected to determine a direction for the project.

Director of Planning, Design and Construction Roshni Thomas addressed questions regarding the project scope and what the Café Toro will entail. Roshni shared that the bid with the contractor can be held up to sixty days. Given the bid was made in mid-April, the construction time would continue during the Fall 2020 semester when students are on campus. If the project were to go out for rebidding, the cost of the project would be about 10%-30% higher than the current cost since contractor prices are expected to go up after the COVID-19 pandemic.

The Board expressed interest in waiting for the Foundation's Board to reach a decision and tabled discussion to the June meeting.

Alumni Representative Erick Garcia moved to table the item for the next Board meeting. Vice Chairperson Jonathan Thomas seconded the motion.

The motion passed unanimously.  
***Motion passed 8-0-0.***

**c. Video Surveillance Policy**

The Facility Use Committee presented the Video Surveillance Policy to the Board. Adoption of the Video Surveillance Policy is intended to provide guidance regarding use, placement, and maintenance of surveillance cameras.

The policy is based on research of CSU's policies, Chancellor's Office executive orders, and CSUDH's police department recommended language and practices.

The Board inquired how long video recordings were stored and where the cameras would be located. Director Cecilia Ortiz and Assistant Director, Facility Operations John Stigar stated that cameras are located in public spaces where there is no reasonable expectation of privacy and that recordings are currently stored up to 90 days.

Secretary Patrice Bonds moved to adopt the Video Surveillance Policy. ASI President Christian Jackson seconded the motion.

The motion passed unanimously.  
***Motion passed 8-0-0.***

**d. FY 19-20 3<sup>rd</sup> Quarter Financial Review**

Assistant Director Jaime Leal and Vice Chairperson Johnathan Thomas presented the third quarter budget report. The optimum range for the third quarter is 70%-80%.

The LSU has collected 100% student fees which are the LSU's main source of revenue. Commercial rent year-to-date figures are at \$71,568. Within optimum range at 72%, the LSU expects commercial rent to remain the same in the fourth quarter. This is due to the campus closure caused by the COVID-19 pandemic. University rent is at 0%. Facility rent is below optimum range at 55% due to event spaces not being utilized.

The LSU projects to exhaust \$466,000 in operating expenses which is approximately \$7,500 above its allocated budget. This is primarily due to expense in upcoming projects. Due to the pandemic, the LSU has transitioned the majority of its workforce to work remotely using the facility's VPN and employing some essential staff to work on-site; therefore still utilizing power. Utilities & services are within optimum range at 69%. Repair & maintenance is at 65%. The LSU projects savings in utilities & services and repair & maintenance since there has been a reduction in use. Event costs is above optimum range at 83% and year-end projections show some savings since all activities have been moved virtually. Salaries – staff is within optimum range at 77%. Salaries – students are below optimum range at 62%, and benefits are below optimum range at 64% both due to vacancies in the LSU team. Also due to the COVID-19 pandemic, the LSU projects savings in contracted custodial services, which is below optimum range at 66%. The O.P.E.B. Expense is below optimum range at 2% since the organization is still awaiting contributions to the VEBA trust. Campus wide events are at 19% far below optimum range, this is due to the online transition of campus events.

Leasehold is at above optimum range at 178%, this is due to change in project cost for the Information Desk and printing station remodel which has produced positive results. Budgeted capital purchases is below optimum range at 57% and projections show slight saving for projects in the next fiscal year such as new furniture and building counters. Depreciation is at 83% due to the enhancements for the Information Desk and printing station.

Overall the organization has received 95% of its budgeted revenue and has depleted 66% of its budgeted expenses. The organization is in good condition and within budget.

**e. 2019-20 Organizational Awards and Recognitions**

The Personnel Committee Executive Secretary Melissa Bancroft presented an overview of the 2019-20 Organizational Awards and Recognitions processes. There are three different types of recognitions for the organization: Board of Directors, the LSU professional staff and other members of the campus.

Professional staff receive a certificate for every five years of service they have completed with the organization. For staff members who have completed twenty years or more of service, they receive an award. The organization introduced core values this fiscal year and will begin distributing value based awards next year.

All Board members receive a certificate in recognition for their service for the academic year. The Board of Directors Chairperson receives a plaque acknowledging their year of service, and one member is announced Board member of the year. The Chairperson is not awarded the Board member of the year as they are already recognized for their service.

The LSU also awards The Katherine B. Loker Spirit of Benevolence Award. This award is the organization's highest honor and all members of the campus are eligible.

In the coming weeks, Board members can submit their nominations via email/Google form. Executive Secretary Melissa Bancroft also encouraged the Board to complete the Director's Evaluation due on May 4, 2020.

**11) Public Comment**

Toro Dreamers Success Center Coordinator Ana Miriam Barragan thanked the Board and the LSU for supporting and advocating for the affinity centers and the student populations they serve.

Elies brought up concerns whether the budget savings will affect the support that the affinity centers receive. Director Cecilia Ortiz explained that the affinity centers are funded and operated by the University and that the Board's finance discussions were specific to the LSU budget.

**12) Announcements**

Director Cecilia Ortiz announced on behalf of Community Representative Tamala Lewis that the Dignity Health Sports Park is providing one thousand meals to Carson city residents on 5/1/2020.

Director Ortiz also thanked all the student guests who attended the Board of Directors meeting and encouraged them to apply to serve on the Board.

**13) Adjournment**

Chairperson Anthony Thompson adjourned the meeting at 12:09 p.m.

Approval of minutes: \_\_\_\_\_ or \_\_\_\_\_  
Secretary, Patrice Bonds Chairperson, Anthony Thompson

Date of approval: \_\_\_\_\_