

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, February 1, 2019

1) Call to Order and Attendance

Chairperson Anthony Thompson called the meeting to order at 10:11 am.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Kelsie Shawver	Giselle Atallah	Christa Rodriguez
Johnathan Thomas	Erick Garcia	Melissa Bancroft	Patrick James Dela Cruz
Christian Sanchez Heredia	Richard Chester	Jaime Leal	Chaun Ares
Daylin Joseph	Nicole Rodriguez	John Stigar	Efren Melera
L. Celina Valadez	Matthew Smith		Karama Blackhorn
Daniel Cutrone			Lisa Sueki
Tamala Lewis			Ana Miriam Barragan
Christian Jackson			Arlin Gonzalez
Wayne Nishioka			Andrew Giovarella
Roshni Thomas			Hawk McFadzen
Cecilia Ortiz			
Adam Kasarda			

2) Approval of Agenda

Student-at-Large Christian Sanchez-Heredia moved to approve the agenda for the February 1, 2019 board meeting. Community Representative Tamala Lewis seconded the motion. The motion passed unanimously.

Motion passed 7-0-0.

3) Approval of Minutes

Academic Senate Representative Daniel Cutrone moved to approve the minutes for the December 7, 2018 board meeting. ASI President Christian Jackson seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0.

4) Chairperson's Report

Chairperson Thompson reported that he has been doing everything possible to improve the union and advance its mission. Chairperson Thompson provided input on the committee recruitment flyer and participated in the Expansion Ad-Hoc Committee, which met on December 12, 2018.

5) Director's Report

Director Cecilia Ortiz announced that the LSU hired Michael Orozco as the Building Maintenance Assistant. Director Ortiz reported that the Nap Room opened on January 22, 2019. In the first week, 90 persons submitted an application to use the Nap Room, the earliest nap session was at 6:50 am, the latest nap session was at 6:30 pm, and all five nap pods were in use simultaneously during various periods of the afternoon. Director Ortiz shared that a student was interested in writing an article on the Nap Room for the CSUDH Bulletin. Support Services Coordinator Giselle Atallah shared that the LSU received a call from a student who thanked the union for providing a nap room on campus. They disclosed the nap room has assisted in incorporating some sleep into their day, as they are a new father and working full-time.

Director Ortiz reported that the LSU will proceed with facility projects such as replacing meeting room chairs, refurbishing Meeting Room 322, replacing the screen and projectors in Ballroom C, and replacing the back-up lighting – a back-up system in case of a power outage. Over the winter break, an outgoing grease track line was broken. Director Ortiz publicly thanked the contractors for such a quick repair.

Director Ortiz facilitated a strength workshop for the Student First Leadership Team. Director Ortiz announced that the LSU Open House is scheduled on February 13-14, 2019. The LSU has started BOD student recruitment. Lastly, Director Ortiz reported that the LSU has made available ticket purchasing of all On-the-Road Trips. With the intention for students to see all On-the-Road Trip options and make an informed decision on which trip they choose to participate.

6) Finance Committee Report

The Finance Committee met on the January 24, 2019. The committee discussed the LSU Travel Policy, the LSU fiscal year 2018-2019 second quarter budget review, and the LSU long-term plan – splitting it into four parts to allow student committee members an opportunity to gain experience.

The Finance Committee has forwarded one item for February’s board meeting. The next committee meeting is on February 12, 2019.

7) Personnel Committee Report

The Personal committee met on January 30, 2019. The committee has no recommendations for February’s board meeting.

8) Facility Use Committee Report

The Facility Use Committee met on December 14, 2018. The committee discussed the LSU collaborative workstations, the Green Olive space update which is pending approval from the Fire Marshall, a new spring 2019 committee meeting schedule, and to extend the Queer Culture and Resource Center (QCRC) space designation in LSU Room 215.

The Facility Use Committee has forwarded one item for February’s board meeting. The next committee meeting in on February 6, 2019.

9) Public Comment

QCRC Program Coordinator, Karama Blackhorn shared appreciation for the opportunity to express why they are passionate in continuing use of LSU 215, the importance of the QCRC space, and how powerful it is to have representation.

Hawk McFadzen shared they have used the Women’s Resource Center as a default location but there has been no specific queer programming offered. They expressed that the needs of the queer community have not been met.

Andrew Ciovarella expressed how important it is to have a space for the community to be more celebrated, more identified, and shared their excitement for the space to open.

Coordinator for the Toro Dreamers Success Center (TDSC) Ana Miriam Barragan advocated to extend the lease for the QCRC. They shared that many Toro Dreamers have intersectional identities and the addition of the QCRC can provide more support.

Multicultural Affairs (MCA) Assistant Dean Lisa Sueki advocated for a lease expansion of the QCRC and hopes that one day this leads to the creation of other resource centers. They also stressed that the location of the QCRC is optimal, as the office is located close to the gender-neutral restrooms.

University Housing Senior Residential Life Coordinator Chaun Ares stated that the QCRC is an important visibility marker in the CSUDH campus.

Patrick James Dela Cruz stated that prospective students who visit the campus and see the QCRC might want to attend CSUDH.

Crystal shared their hopes for the board to extend the lease. They shared that when they first came on campus, they did not feel safe but found supportive allies.

QCRC Program Coordinator, Karama Blackhorn read an email on behalf of student Monica who was unable to attend. The email stated that the space that the QCRC is crucial for the campus population and allows the community to grow. The space allows people to be comfortable and express their full being.

MCA Advisor Arlin Gonzalez advocated to extend the QCRC lease and noted how crucial it is for a community to have a space of their own.

Facilities Planning, Design & Construction Director Roshni Thomas arrived at 10:27 am.

10) Old Business

a. Union Expansion Ad-Hoc Committee Recommendation

The Union Expansion Ad-Hoc Committee met and discussed union expansion and to explore recreation and wellness opportunities. Based on the Council for the Advancement of Standards in Higher Education (CAS) the union is a bit too small. The committee asked the board to allocate \$200,000 from CU301 for a master plan study to capture students' needs regarding the student union, recreation and wellness.

If approved, the LSU will find a firm that can support the study. The firm would have conversations with constituents through focus groups, survey, and/or town halls. The union has interest in learning and paying attention to the needs of adult commuter students.

CSUDH administration has shown interest in learning if students are interested in a recreation center. Director Ortiz reminded the board that state funds do not support programs not related to academia. Thus, the creation of a student or recreation center needs to be funded by other means.

The board discussed that the campus is moving towards a new era. With high enrollment and the addition of buildings on campus, Chairperson Thompson urged the board to allocate funds for a study. He stated that the LSU needs be ahead of enrollment trends to minimize potential seat capacity issues such as guests not finding a seat or not accommodating to student needs. Student-at-Large Christian Sanchez Heredia shared that he has spoke with students and they are supportive, wanting seating to increase. Vice Chairperson Johnathan Thomas mentioned that a union expansion could benefit affinity centers. Academic Senate Representative Daniel Cutrone stated that the LSU needs to keep pace with university growth. Facilities Planning, Design & Construction Director Roshni Thomas is in support for the expansion of the LSU and is interested in reading the study and learning about student space demands. ASI Representative Daylin Joesph shared her support and appreciated that the entire process has a strong student voice.

Academic Senate Representative Daniel Cutrone moved to allocate \$200,000 from account CU-301 for a master plan to capture students' needs regarding the student union, recreation and wellness. Student-at-Large Christian Sanchez Heredia seconded the motion. The motion passed.

Motion passed. 7-0-0.

b. Reserves Project Funding FY 2018-2019

Director Ortiz recommended that the Board allocate an additional \$40,500 from account CU-201 to supplement prior allocation of \$126,500 for FY 2018-2019 repair and replacement projects. The initial scope of the project were to replace the screen in Ballroom C and projectors in all Ballrooms. The additional allocation would support the replacement of the Ballroom wireless microphone system. Director Ortiz shared that the current system does not perform well which leads to poor service experiences in the ballroom.

Vice Chairperson Johnathan Thomas moved to allocate an additional \$40,500 from account CU-201 to supplement prior allocation of \$126,500 for FY 2018-2019 repair and replacement projects. Student-at-Large Christian Sanchez Heredia seconded the motion. The motion passed.

Motion passed. 7-0-0.

Adam Kasarda moved to amend the agenda, moving item 11 c. prior to 11 a. ASI President Christian Jackson seconded the motion. The motion passed.

Motion passed. 7-0-0.

11) New Business

c. Queer Culture and Resource Center (QCRC) Designation

The Facility Use Committee recommended to extend the QCRC space designation in room 215 until June 30, 2020. Student-at-Large Christian Sanchez Heredia endorsed the space designation. Director Ortiz emphasized that if the board does not approve an extension, the QCRC and the students it serves will not have a space on campus.

It was shared with the board that the period of a one-year space designation was asked by Student Affairs. To allow for all affinity centers to be on the same cycle.

Vice Chairperson Johnathan Thomas stated that it would be a disservice to students if the QCRC designation is not approved. Chairperson Anthony Thompson expressed support of space designation.

ASI President Christian Jackson moved to extend QCRC space designation in room 215 until June 30, 2020. ASI Representative Daylin Joseph seconded the motion. The motion passed.

Motion passed. 7-0-0.

ASI Representative Daylin Joseph left at 11:06 am.

a. Second Quarter Budget Report – Finance Committee

Assistant Director Jaime Leal and Finance Committee Chair Johnathan Thomas presented the second quarter budget report. The report covers revenues and expenditures from July 1, 2018 to December 31, 2018, with an optimum range of 45%-55%.

The union's main source of revenue is student fees, which is at 0%. The University is billed twice in each fiscal year. The first invoice has been issued to the University however, it has yet to post. Vending/Tix Sales/Vendors is at 78%, which is above optimum range. Facility Rental is at 35%, an increase is expected in spring. University rent is at 0% due to the union being in negotiation with the University.

Operating Expenditures is at 21%, which is expected to increase as workstations are replaced. Utilities is at 38%, Event Costs is at 48%, Salaries and Benefits are within optimum range. OPEB is at 1% this is because the LSU has yet to make its annual contribution to the VEBA trust. Campus Wide Programs is at 36% primarily due to pending spring events. Capital Outlay is at 0%, as projects commence expenditures in this account will increase.

b. Travel Policy

The Finance Committee recommended to adopt the revised Travel Policy to strengthen, reorganize and clarify the policy. The current policy presents some interpretation challenges. The revision removes existing language that is procedural in nature, defines allowable travel expenses, the policy remains consistent with IRS regulations and aligns with the Integrated California State University Administrative Manual (ICSUAM).

ASI President Christian Jackson moved to adopt the revised Travel Policy. Student-at-Large Christian Sanchez Heredia seconded the motion. The motion passed.

Motion passed. 6-0-0.

11) Public Comment

There were no public comments.

12) Announcements

Tamela Lewis announced that as of January 1, 2019 the name rights for the formerly known StubHub Center have changed to Dignity Health Sports Park.

It was announced that the Foundation has voted for a new audit firm, shifting from Vasin Heyn and Company to CliftonLarsonAllen.

13) Adjournments

Chairperson Anthony Thompson adjourned the meeting at 11:30 am.

Approval of minutes: _____ or _____
Secretary Chairperson, Anthony Thompson

Date of approval: _____