

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, September 6, 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	Daniel Cutrone	Giselle Atallah	
Johnathan Thomas	Roshni Thomas	Melissa Bancroft	
Patrice Bonds	Erik Garcia	Jaime Leal	
Victor Giron		John Stigar	
Rihab Shuaib			
Zachary Ritter			
Christian Jackson			
Tamala Lewis			
Nicole Rodriguez			
Cecilia Ortiz			
Adam Kasarda			
Matthew Smith			

**2) Approval of Agenda**

ASI President Christian Jackson moved to approve the agenda for the September 6, 2019 board meeting. Community Representative Tamala Lewis seconded the motion. The motion passed unanimously.

*Motion carries 8-0-0.*

**3) Approval of Minutes**

ASI Representative Victor Giron moved to approve the minutes for the June 7, 2019 board meeting. Vice Chairperson Johnathan Thomas seconded the motion. The motion passed unanimously.

*Motion carries 8-0-0.*

**4) Chairperson's Report**

Chairperson Thompson reported that he has been doing everything possible to improve the union and advance its mission. Chairperson Thompson informed the board that he has attended subcommittee meetings as part of his commitment to the advancement of the Union.

**5) Director's Report**

Director Cecilia Ortiz reported that the financial audit is ending. There will be an annual report and published financial records, the Audit Committee will review the findings.

Director Ortiz informed the Board of the various projects that were in production over the summer at the Loker Student Union. One of the projects included the refurbishing of meeting room 322. Additionally, the Lactation Pod has been installed and is located between the TV lounge and Meditation Room. In collaboration with the Title IX Office, there will be a ribbon cutting ceremony for the Lactation Pod.

Director Ortiz reported that the Union is in the process of installing new collaborative study and community spaces located in the lower level of the Union. Moreover, the Loker Student Union meeting rooms' audiovisual upgrades have been installed in order to improve efficiencies for setup and security. The ballroom areas will be receiving improvement for the AV systems and wireless microphones in prevention of technical issues. Additionally, the conference room located in the Administration Office was completely refurbished and a new audiovisual system installed.

Director Ortiz stated that the terrace top now has an added shade structure and drought tolerant plants. The main level of The Loker Student Union has added a new printing service called WEPA. The new printing system now accepts debit, credit, and electronic forms of payment. However, the LSU and the University are working on connecting the printing services with Blackboard. Moreover, the operations team has adopted a new software called 7 Point Solutions. This new software works with the reservations software to improve communication between the Union.

Director Ortiz informed the Board of the upcoming projects, which are scheduled to be completed this year. One of these projects include the elevator remodel, which have been in service for 25 years. The LSU will install counters around parameter exits. In addition to counting individuals as people come in and out of the facility, these counters will provide more reliable and consistent data.

Maintenance and facility upgrades are in progress. Projects include upgrading lighting panels, resurfacing air walls, and the Information Desk remodel, which will be scheduled over Winter break in order to make additional room for the new printers.

**6) Public Comment**

There were no public comments made.

**7) Old Business**

**a. Advisory Committee Chair Appointments**

Vice Chairperson Jonathan Thomas expressed his interest in the Finance Committee Chair position due to his previous experience with the position.

Student at Large Secretary Patrice Bonds expressed his interest in the Personnel Committee Chair Position due to his interpersonal communication skills and his knowledge with policies.

ASI Representative Christian Jackson moved to appoint Johnathan Thomas as the Finance Committee Chair, Patrice Bonds as the Personnel Committee Chair, and Anthony Thompson to the Facilities Use Committee. Community Representative Tamala Lewis seconded the motion. The motion passed Chair.

*Motion carries 8-0-0.*

**b. LSU Master Planning**

Director Ortiz shared that the student Board representatives and her conducted interviews with various architect firms and programs partner. From that point forward, Director Ortiz and Facilities Director Roshni Thomas will progress in the selection of the appropriate candidate for the job.

Director Ortiz reported that The Loker Student Union is currently too small in terms of square feet compared to the amount of students that are enrolled at the university, especially since the enrollment has increased. There has been an increase in interest in a student recreation center. Student at Large Secretary Patrice Bonds questioned what the recreational center would include. Director Ortiz noted that the amenities of the recreational center depends on student's needs. The data regarding the needs of students would come from various focus groups and surveys.

The Board inquired on a possible location for the recreation center. Director Ortiz noted that the location of the recreational center is still pending. The Union is currently discussing with CSUDH the details of the university's master plan, which previously indicated an expansion to the east and slightly north of the Union. However, the final decision will be based on student input and the amount of funding students are able to support.

## 8) **New Business**

### a. **Lactation Pod Policy**

Last spring the Board approved funding for a Lactation Pod. In collaboration with the Title IX Office, the Lactation Pod was purchased and ready for use. The Lactation Pod is located near the TV lounge. The Lactation Pod Policy states that the Lactation Pod prohibits other uses besides its primary purpose, items should not be left in the pod and any items left will be discarded. Any users who violate this policy will be suspended from using the pods, the duration of the suspension will be determined by the director of the Union.

The Board inquired about the reservation process. Director Ortiz informed the Board that the LSU in collaboration with the Title IX Office to develop a reservations procedure. The Lactation Pod is a Mamava brand, which is supported with an app. Director Ortiz explained the goal is to make the pod as accessible as possible.

The Board questioned how the cleanliness of the lactation pod would be maintained. Director Ortiz shared that the pods will come equipped with cleaning supplies to encourage users to clean after use. The overnight custodial crew will perform daily deep cleanings.

The Board questioned if the Lactation Pod will be a single use pod. Director Ortiz informed The Board that the reservations are based off one individual person, however if the user has a child with them they are able to bring their child under their discretion. The app will notify the user if the space is available.

The Board mentioned that breast milk will spoil after six hours, and questioned whether students will be provided refrigeration. Director Ortiz stated that LSU staff members can be provided refrigeration support, however students will not have option. The Facilities Use Committee can discuss further regarding the resources and support to provide refrigeration.

The Board provided kudos to the Facility Use Committee for being conscious of the nursing mothers in the University. The Lactation Pod will aid in keeping a high retention rate due to students being on campus for long periods of time and needing to pump.

ASI Representative Christian Jackson motioned to approve The Lactation Pod Policy, Student at Large Secretary Patrice Bonds seconded the motion. The motion passed.

***Motion carries 8-0-0.***

### b. **Conflicts of Interest Loyalty Disclosures**

Director Ortiz shared that the purpose for disclosing individual's conflicts of interests is because the Loker Student Union is a public not-for-profit corporation. By disclosing and recording potential conflicts of interests and loyalties the Board can best serve the Union and stay true to the mission of the organization.

Chairperson Thompson shared to The Board the list of Conflicts of Interest and Loyalty Disclosures. Some corrections to the list include, ASI Representative Victor Giron, who is the president for the Ceramics Guild, Student at Large Secretary Bonds stated he is involved with Shelby American, Oakley, and Valero Gasoline. Additionally, ASI Representative Suaib is the Program Coordinator for the Women's Resource Center; Student Affairs Representative Nicole Rodriguez disclosed that she is a part of Student Affairs and a variety of university committees.

Additional disclosed conflicts include, The Dean of Students Matthew Smith who is also a part of student affairs and a variety of university committees, Director of the Student DisAbilities Center Adam Kasarda is a part of student affairs and a variety of university committees as well.

**c. Student-at-Large Goals**

Chairperson Thompson explained that this section of the meeting serves as a place for discussion for the Board, to define the goals that the can accomplish within the academic year.

*Facilities Planning Director Roshni Thomas arrived at 11:00 am.*

Chairperson Thompson reported that some of the Student-at-Large goals include, recruiting more members for subcommittees, and expanding the Union. Chairperson Thompson states that expansion should be a high priority, due to the increase in enrollment; there is often a lack of space in the Union.

Vice Chairperson Thomas noted that there should be a continuous goal of advancing the communication between the Board, as a result the Board will remain on the same page throughout the year. Student at Large Secretary Bonds recommended that the Board continues to attend various events to spread awareness of the Board and the open positions.

Chairperson Thompson concluded that the primary Student-at-Large goals include, continuous recruitment / outreach, being proactive regarding the mitigation of lack of space in the Union, improving the overall communication between the Board, and to increase and maintain partnership with organizations on and off campus.

ASI Representative Rihab Shaib motioned to approve the Student-at-Large goals, Vice Chairperson Thomas seconded the motion. The motion passed.

***Motion carries 8-0-0.***

**9) Public Comment**

Director Ortiz added to her Director's Report and shared that the leadership team of the Union has established four priorities to address. The first priority being, the master plan of the LSU. The second priority is Organizational Restructuring, which has been discussed by the Personnel Committee, there needs to be reporting relationships established for the new positions the Union has created. The third priority is, IT Improvements, which includes being resourceful of the current systems the Union obtains, looking at IT personnel needs, and maintaining the relationship between the campus and The Union. Lastly, the implementation of the newly established organizational values. The LSU values go as follows: Service, Leadership, Inclusivity, Development, and Enjoyment.

**10) Announcements**

Executive Secretary Melissa Bancroft announced that The Loker Student Union's Explore program will take place on September 18 and 19, 2019. This program will help introduce the new amenities the Union has added and bring more exposure to all the tenants in The LSU.

**11) Adjourn**

Chairperson Anthony Thompson adjourned the meeting at 11:15 am.

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

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