

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, September 7, 2018

1) Call to Order and Attendance

Chairperson Anthony Thompson called the meeting to order at 10:07a.m.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Roshni Thomas	Giselle Atallah	
Johnathan Thomas	Erick Garcia	Melissa Bancroft	
Kelsie Shawver	Dr. Stephen Rice	John Stigar	
Christian Sanchez Heredia	Tamala Lewis	Israel Sandoval	
L. Celina Valadez		Jaime Leal	
Daylin Joseph		Michellena Lakey	
Daniel Cutrone			
Richard Chester			
Nicole Rodriguez			
Christian Jackson			
Homaira Masoud			
Cecilia Ortiz			
Adam Kasarda			
Matthew Smith			

2) Approval of Agenda

ASI President Christian Jackson moved to approve the agenda for September 7, 2018. Student-at-Large Christian Sanchez Heredia seconded the motion. The motion passed unanimously.

Motion passed. 9-0-0

3) Approval of Minutes

Secretary Kelsie Shawver moved to approve the minutes for June 1, 2018. Vice Chairperson Johnathan Thomas seconded the motion. The motion passed unanimously.

Motion passed. 9-0-0.

4) Chair's Report

Chairperson Anthony Thompson report that the student-at-large members met on August 10, 2018. The meeting resulted in a list of short, mid, and long-term student-at-large goals for the 2018-2019 academic year. Chairperson Thompson reported that they have accomplished one of the short-term goal, which was to meet with Associated Student, Inc. (ASI) to establish a great connection amongst each other.

Chairperson Thompson shared that after participating in the Office of Student Life (OSL) Involvement Fair, forty-one students expressed interest in the Board or its advisory committees. The Chairperson and other board members also participated in the LSU/ASI Mixer held in the Dominguez Hills (DH) Sports Lounge. They mentioned the event was a great way to spread brand awareness and strengthen the connection between LSU and ASI.

5) Director's Report

Director Cecilia Ortiz welcomed new members to the 2018-2019 board. Director Ortiz informed the board the LSU received the approved Operating Budget for 2018-2019 from the University President. A luncheon with the University President, Vice President of Administration and Finance, Vice President of Student Affairs, selected LSU staff and board members has been scheduled in late September. The luncheon will serve as a way to welcome the University President, learn what the LSU offers, and tour the facility.

In regards to personnel, Director Ortiz discussed plans to review applications for the Building Maintenance Assistant position. Contingent on qualified candidates, the LSU will schedule interviews. The LSU has begun the process to review a number of contracts up for renewal, such as Operating Agreement, Executive Order 1000 - University Use Agreement, Foundation Accounting and Bookstore Agreements, ASI and KDHR Agreements, and Student Life Office.

On Wednesday, August 29, 2018 and Thursday, August 30, 2018 from 10:00AM-6:00PM, the LSU hosted an Open House event. The event was a way for students to learn the about tenants in the building, programs and services offered in the LSU. Overall, the program attracted many students. One of the highlights of the program was the LSU Nap Room demonstration, where students, faculty and staff learned about the importance of sleep, how it effects cognitive function, and experienced the amenities offered in the Nap Room. Participants were able to offer feedback, first impressions, and recommendations for the space. With an overwhelming amount of positive feedback, the Nap Room is a win for the campus.

Director Ortiz shared a list of new assets for the facility, which include new meetings room tables with modesty panels, new outdoor furniture, and the launch of a new website. Guests have enjoyed and shared positive feedback on the new assets. The LSU has updated employee name badges to include pronouns to align with inclusivity practices.

Lastly, the CSU San Bernardino student union team visited the LSU on August 22, 2018. Their purpose was to tour the facility, network and learn about LSU operations. They gave positive notes of the facility upkeep, including its cleanliness and organization of the back of the house.

6) Finance Committee Report

Finance Committee met on August 24, 2018 at 3:00 pm. The committee discussed member recruitment, established goals for the year.

The following committee goals were established;

- Increase committee membership to 8 student members
- Provide opportunities for continued development of students by empowering them to present on committee items
- Review and update fiscal policies

The committee has no recommendations for the 9/7/18 board meeting. The next committee meeting is on Wednesday, September 19, 2018 at 2:00 pm.

7) Public Comment

There were no public comments.

8) Old Business

a. ASI/LSU Discussion

Chairperson Thompson shared that no official decision has been made regarding the ASI/LSU merger. Through the workgroup with ASI and University administration a report will be generated to analyze and summarize existing combined models, ASI/LSU budgets, and other aspects of this proposed merge for the University President's consideration.

The board discussed concerns of what would occur if overlaps within the two auxiliaries were identified and the effect of a merger. The board further discussed whom would the beneficiary of a merger be, and if a merger maximizes the use of student dollars when both auxiliaries have differing purposes. Chairperson Thompson clarified that with the

adoption of a resolution in spring 2018 the LSU Board of Directors has taken an official stance in the matter. His goals as a representative of the LSU and the board is to work on completing the process and focusing on alternatives.

Director Ortiz provided context that the workgroup has held interviews with other campuses who have combined models and campuses with separate organizations to identify pros and cons. There has also been an review of the LSU's ASI's operating budgets. Director Ortiz encouraged the board to connect with LSU representative (Chairperson Thompson, Vice Chairperson Johnathan Thomas, and herself) if they have any questions or input to share with the workgroup.

9) New Business

a. Annual Risk Assessment Review

Director Ortiz reminded the board of their fiduciary responsibility to ensure the organization is true to its mission. She informed the board of risk areas and how those risks are mitigated. The risk areas she identified were: Human Resources, Financial Management, Crisis Management & Disaster Recovery, Technology Information Management, and Insurance Management.

b. BOD Goals for the Year

The Board held a dialogue to discuss BOD goals for the 2018-2019 academic year. As an example, Chairperson Thompson shared the goals that the student-at-large members created.

The board discussed the interest in more faculty and student involvement in LSU matters. The board has interest in conducting a feasibility study for LSU expansion, as the most recent expansion was in 2007. The board contemplated if the LSU appeals to non-traditional student, what things are pushing non-traditional students from becoming involved in LSU services, programs, or volunteer opportunities. The board also discussed the possibility of a once-a-month meetup between ASI and LSU, to become better informed of respective organizational initiatives. Lastly, the board expressed interest in reviewing LSU contracts and any impacts to the LSU and its sustainability.

c. LSU Website Presentation

Manager – Programs, Marketing, and Assessments Melissa Bancroft informed the board that the LSU began looking at its online presence in January/February 2018. After evaluation of the website, the LSU identified project priorities to improve website performance, navigation/ease of use, brand representation, accessibility, appearance/aesthetics, content, and use levels. Website construction took approximately three months with two final deployment stages in early August and early September.

Manager – Programs, Marketing, and Assessments Melissa Bancroft presented the new LSU website showcasing highlights and improvements such as the new LSU vertical logo, use of the CSUDH logo in the header and footer, consistent color palette with the University, clean website look, and improved short and simple top menu. Footer content was introduced which enables stakeholders to retrieve information as needed. Intentional accessibility features were included in the website (i.e. menu picture icons, increase pictures). To improve performance, all broken links were eliminated and the website gained faster page/link load-time. Based on metrics reviewed since the launch, the LSU has experienced an improved usage patrons are visiting triple the amount of pages which speaks to creditability and content. Metrics also show visitors spending

more time looking at each page. The LSU plans to further add event planning resources, student fee breakdown, wellness resources, history, event photos, more assets, and quotes, data and statistics.

The board thank the marketing team and provided high praise on the improvements made to the website and the team's intentional consideration to accessibility.

ASI Representative L. Celina Valadez left at 11:05 AM.

d. Terminate Sports Club Policy and Procedure Manual

The Guest Services team reviewed all historical minutes to create a list of LSU governing policies. Through this process *The Sports Club Policy and Procedure Manual* was discovered and because of Executive Order 1068, auxiliaries do not have a role in managing sports clubs. Thus, *The Sports Club Policy and Procedure Manual* is irrelevant and Director Ortiz proposes to terminate the policy.

ASI President Christian Jackson moved to terminate *The Sports Club Policy and Procedure Manual*. Student-At-Large Christian Sanchez Heredia seconded the motion. The motion passed.

Motion passed. 7-0-1

ASI Representative L. Celina Valadez returned at 11:11 AM.

10) Public Comment

There were no public comments.

11) Announcements

The first Personnel Committee meeting is on September 10, 2018 at 1:00pm in LSU Meeting Room 130. The first Facility Committee meeting is on Friday, September 14, 2018 from 3:00pm-5:00 pm in LSU Meeting Room 320. The next board meeting is on October 5, 2018 at 10:00 am.

12) Adjournment

Chairperson Anthony Thompson adjourned the meeting at 11:12 a.m.

Approval of minutes:

Secretary, Kelsie Shawver

or

Anthony Thompson
Chairperson, Anthony Thompson

Date of approval:

10/05/18