

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

**1) Call to Order and Attendance**

Chairperson Anthony Thompson called the meeting to order at 10:08 am.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Dr. Stephen Rice	Giselle Atallah	Jose Padilla
Johnathan Thomas	Tamala Lewis	Melissa Bancroft	Ari Tadeo
Kelsie Shawver	Richard Chester	Jaime Leal	Gania Figueroa
Christian Sanchez Heredia	Nicole Rodriguez	John Stigar	Ken O'Donnell
L. Celina Valadez	Roshni Thomas	Israel Sandoval	Elizabeth Schrock
Daylin Joseph	Adam Kasarda		
Erick Garcia			
Daniel Cutrone			
Christian Jackson			
Cecilia Ortiz			
Matthew Smith			
Wayne Nishioka			

**2) Approval of Agenda**

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

***Motion passed 7-0-0.***

**3) Approval of Minutes**

ASI President Christian Jackson moved to approve the minutes for the November 2, 2018 board meeting. Student-at-Large Christian Sanchez Heredia seconded the motion. The motion passed unanimously.

***Motion passed. 7-0-0.***

**4) Chairperson's Report**

Chairperson Anthony Thompson reported since the previous meeting he has done whatever it takes to improve the Union, and advance its mission by attending all subcommittee meeting, working on BOD recruitment strategies for the upcoming committee flyer, and advocating for student and their interest. Anthony Thompson is pleased to announce that the LSU Expansion Ad-Hoc Committee will meet on December 12, 2018 from 3pm-4pm in the LSU Admin Conference room.

**5) Director's Report**

Director Cecilia Ortiz reported that interviews have been completed for the Building Maintenance Assistant and the next step is to complete reference checks. Director Ortiz reminded the board that minimum wage will increase in January 2019 and that the LSU will be increasing hourly wages for Loker Leaders accordingly.

Director Ortiz also reported that the LSU is concluding the final events for the fall semester and a report of LSU activities will be presented. The LSU is also concluding the annual report and will distributed electronically when completed.

Director Ortiz met with Dr. Thomas Norman to discuss a possible collaboration between the LSU and one of the Management 300 level courses.

The Village LGBTQIA2+ Resource Center has received keys to the space and are in the process of moving in. The operations team has coordinated building shutdown with tenants in preparation for the 2018 winter break.

**6) Personnel Committee Report**

The Personnel Committee met on Monday, November 5, 2018. The Personnel Committee finalized its 2018-2019 academic year goals and is developing a strategy to meet each goal. Additionally, the committee discussed and workshopped one recommendation for the December 7 BOD meeting, which is agenda item: Vacation/Accrued Time for Management Employees.

The next committee meeting is on Monday, December 10, 2018.

**7) Facility Use Committee Report**

The Facility Use Committee met on November 9, 2018. The committee discussed a Starbucks update. The committee also discussed a proposal of a Lactation Pod in which Elizabeth Shrock, Title IX Coordinator gave a presentation to illustrate the need for a location in the LSU. The Facility Use Committee moved to approve a Lactation Pod near the Meditation Space/South Lounge. The Facility Use Committee reviewed a draft Nap Room Policy in which the committee decided to recommend the policy to the BOD. Lastly, the committee ended the meeting with a discussion of 1910's future.

The next committee meeting is on December 14, 2018 at 3:00pm.

**8) Finance Committee Report**

The Finance Committee met on November 14, 2018. The Finance Committee discussed member recruitment specifically concerning a recruitment plan and flyer. The Finance Committee also discussed the committee's long-term plan and the formation of work groups to create a strategy moving forward for long-term success. Lastly, the committee reviewed a draft Travel Policy.

The next committee meeting is on December 19, 2018 at 3:00pm in LSU room 323.

**9) Public Comment**

There were no public comments.

**10) New Business**

**a. Nap Room Policy – Facility use Committee**

Director Ortiz presented a draft of the Nap Room Policy. The purpose of the nap room is to provide a designated space to support restorative wellness, intended to be used for brief napping in a semi-quiet environment. The nap room will be limited to CSUDH enrolled students and those who also register with the LSU. Policy stated that the nap room will be on a first-come first-serve basis and for 30 minutes at a time with no consecutive sessions. Individuals that have violated terms of agreements or policy shall lose privileges to use the nap room.

Secretary Shawver asked how the LSU will monitor the time that guest use the nap room. Director Ortiz answered that personnel will be stationed at the Nap Room, and the nap pods are designed with software to time guest's nap and gently wake them from their nap cycle.

Chief Fiscal Officer Designee Wayne Nishioka asked if there was a liability clause that protects the LSU if the students are hurt or if items are lost or stolen. Director Ortiz confirmed that the LSU

has facility use policies in place, the LSU has liability insurance through CSURMA that covers patrons of the building in potential incidents, and the LSU plans to have Nap Room Terms of Use.

Student-at-Large Christian Sanchez Heredia moved to adopt the Nap Room Policy. Secretary Shawver seconded the motion. The motion passed unanimously.

***Motion passed. 7-0-0.***

Alumni Representative Erick Garcia arrived at 10:31am.

**b. Vacation/Accrued Time for Management Employees**

The Personnel Committee recommended that the LSU board adopt the Vacation/Accrued Time for Management Employees within the LSU Handbook. Which was inadvertently omitted during the last major handbook update, this action corrects the omission and would cause no financial impact to the organization. Director Ortiz explained that the typo indicated that the maximum accrual was 348 hours instead of the correct 440 hours which is already in practice.

Secretary Shawver moved to approve the Vacation/Accrued Time for Management Employees as amended. Student-at-Large Christian Sanchez-Heredia seconded the motion. The motion passed unanimously.

***Motion passed 8-0-0***

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

Chairperson Anthony Thompson shared and provided an update on the BOD Student-at-Large Goals. The short-term goals originally set to be completed in December were accomplished on October 2018. The Student-at-Large will focus on their mid-term (visit/dialogue with affinity centers, a committee mixer, and resolve 1910 space issues) and long-term goals (get administration to “believe in” LSU organization/BOD, student-at-large benefits exploration, complete next year’s BOD budget, and to complete feasibility study for union expansion and recreation center).

**d. Activities Report**

LSU Activities Assistants Jose Padilla and Ariti Tadeo presented the Activities Report. The LSU is one of the top contributors of campus programming both on-campus and off-campus. Based on the 2017-2018 post event surveys two focal points, which is to engage under active Toros and grow what’s good. The Activities team is aware that CSUDH is a commuter school and have developed a strategy, which meets students where they are. With several signature events, the Activities team focused on how to continue to grow the popularity of its signature events.

To better serve students, the Activities team developed mobile programming dubbed Street Squad. Utilizing the LSU branded golf cart to travel to various locations on campus distributing calendars, flyers and other promotional materials, they have reached 835 students and has distributed 1,235 promotional materials.

The Activities team have incorporated more social media campaigns to better engage with students, whether they are on-campus or off-campus. One social media campaign held in collaboration with the Toro Dreamers Success Center, "Myth Busters: Undocumented Edition" where it encouraged students to debunk immigrational stereotypes. During the course of five days the campaign had 1200 engagement points.

Event data showed that programing did not reach freshman and sophomore students at a proportional rate The Activities team provided programing during the summer to reach out to those in the summer bridge program in order to establish an early connection with this demographic. Noontime Concerts were formerly held in the Palm Courtyard and have now become Food Court Concerts. Because the food court is a high-traffic are between 12:00pm-2:00pm, having musicians perform in the space allows more guests to enjoy the programming.

In the spirit of growing what's good. Social media contests exclusively for trip attendees have been incorporated into the On-the-Road trips. For example on the Madame Tussaud's Hollywood trip, the participant with the most likes received a 25-dollar University Bookstore gift card. Due to the Smash Bros Game Tournament high popularity, the location was changed from the game room to Ballroom C. The LSU had 12% attendance increase at the annual Latin Heat Festival. Due to high Odemand, the Disneyland trip was also expanded by doubling the amount of available tickets from 50 to 100 and offering Disney Park Hopper tickets so that participants could experience both parks. The results of the Torolink post-event surveys show that 98% of respondents indicated that they would recommend the event they attended to a friend and 96% of respondents indicated they found the event they attended to be either very enjoyable or enjoyable.

**11) Public Comment**

Elizabeth Schrock, Title IX Coordinator came to introduce themselves to the board. Elizabeth Schrock role is to respond to instances of discrimination, harassment, retaliation, sexual misconduct, dating violence, and stalking. Elizabeth Schrock coordinates prevention education workshops.

**12) Announcements**

LSU Holiday Luncheon is on December 7, 2019 at 12pm in 1910 Café and Lounge.

**13) Adjournments**

Chairperson Anthony Thompson adjourned the meeting at 10:53 am.

Approval of minutes:

\_\_\_\_\_ or   
Secretary, Kelsie Shawver Chairperson, Anthony Thompson

Date of approval:

\_\_\_\_\_ 2/1/19