

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, May 7, 2021

1) Call to Order and Attendance

Chairperson, Anthony Thompson, called the meeting to order at 10:07 a.m. The 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	Erick Garcia	John Stigar	Alejandro Herrera
Angel Salvador		Jaime Leal	Carlina Masferrer
John Curiel		Giselle Atallah	Chilman Chaudhary
Jonathan Molina Mancio		Victor Gonzalez	Deborah Wallace
Lola White		Melissa Bancroft	
Tamala Lewis		Damesha McKnight	
John Menary		Israel Sandoval	
Dr. Ruttanatip			
Chonwerawong (Dang)			
Rihab Shuaib			
Deborah Roberson			
Zack Ritter			
Cecilia Ortiz			
Adam Kasarda			
Katie Robinson			
Matthew Smith			
Roshni Thomas			

2) Approval of Agenda

ASI Rihab Shuaib moved to approve the agenda for May 7, 2021. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 8-0-0

3) Approval of Minutes

President Designee Deborah Roberson moved to approve the minutes as amended from the April 9, 2021 Board Meeting. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 8-0-0

4) Chairperson's Report

Chairperson Thompson reported he supported the Board and the LSU's mission by participating on BOD recruitment meetings, and attending subcommittee meetings.

Director, Facilities Planning Roshni Thomas arrived at 10:12 AM.

5) Director's Report

Director Cecilia Ortiz provided update reports on LSU facility improvement projects. The LSU is scheduled to paint the main level, scheduled to install a patron counting system, completed repairs to HVAC system, and completed repairs on an irrigation leak. The Café Toro Project is scheduled to be completed mid-June and the campus has improved WIFI connectivity within the LSU. Director Ortiz announced that the LSU has entered its annual financial audit. The LSU is working with the Chancellor's Office for a state revenue bond refund opportunity that would potentially lower bond payments. The LSU is in the process of distributing equipment to improve the technology and resources available to

employees working remotely. The LSU is in the process of rebuilding the website to mitigate security issues. The continued to work on a reopening plan for the LSU.

Student Affairs Manager Zachary Ritter arrived at 10:17 AM.

6) Finance Committee Report

The Finance Committee met on April 21, 2021. The committee discussed third quarter financial report. The next meeting will be on May 26, 2021 at 10:00 AM.

7) Facility Use Committee Report

The Facility Use Committee met on April 29, 2021. The committee discussed Café Toro, dining updates, and HAVC project.

8) Personnel Committee Report

The Personnel Committee discussed the Director Evaluation and BOD recruitment. The next meeting will be on May 13, 2021.

9) Public Comment

There were no public comments.

10) Old Business

a. Director Evaluation

Executive Secretary for the Personnel Committee Melissa Bancroft guided the Board through the Director Evaluation process. The Board then completed the Director Evaluation.

Vice Chairperson Angel Salvador arrived at 10:30 AM.

11) New Business

a. FY 2020/2021 Quarterly Financial Report

Executive Secretary for the Finance Committee Jaime Leal and Committee Chair Angel Salvador presented the third quarter financial report for fiscal year 2020-2021. The optimal range for the third quarter is between 70%-80%.

Year-to-date student fees revenue was 45%, the second installment of student fees is expected to be processed in quarter four. Commercial rent is above optimum range, due to the pandemic the organization projected conservative commercial rent figures. The LSU anticipated that commercial operations and conferencing would reopen in spring 2021. However, reopening is now scheduled for fall 2021 and the revised budget projected no university and facility rent. Other revenue is above optimum range due to reimbursed funds from CARES ACT funding in support of expenses incurred in support of the Toro Touchdown space.

Operating expense was below optimum range at 34%, it is anticipated to increase as the LSU updates outdated workstations. Utilities and services is within optimum range at 72%. Repair and maintenance is below optimum range at 37%, due to pending projects. Event costs is below optimum range at 35% as programming is expected to increase in quarter four and through the summer session. Staff salaries was at 66% slightly below optimum range due to two full-time staff vacancies. Student salaries was at 25%, the LSU anticipates salary savings due to the reopening postponement. Benefits was on target at 73%, and contracted services is below target at 64%. COVID-19 Expenses was on target at 71%, which reflects expenses incurred to support the Toro Touchdown Space.

Overall, total revenue was 50% and total expenses was 52%.

b. Organizational Accomplishments FY 2020/2021

Director Ortiz presented year-to-date organizational achievement for the 2020-2021 fiscal year. In response to the COVID-19 pandemic, the LSU implemented mitigation efforts to support the Toro community. In partnership with the University, the LSU launched the Toro Touchdown Space to provide resources and services to students. As well as worked with the institution to recover funds from CARES Act funding. The LSU was intentional in its approach to support students by incorporating desirable giveaways through activities and events. The LSU contributed \$6,000 to the Toro Pantry. The LSU introduced a virtual breakout room for student employees to improve engagement during a virtual environment and build community.

The LSU held a leadership retreat to set strategic priorities for the year such as review organizational structure, review student interest and participation on the Board of Directors, and review performance management consistencies. To improve organizational planning, the LSU implemented weekly leadership team meetings. The organization reviewed its insurance programs to ensure appropriate levels of coverage for the operation, and updated fiscal and facility use policies.

The LSU has placed first in the ACUI Steal This Idea competition for Best Social Media Campaign. It placed second for COVID-19 materials mask holder campaign, received an honorable mention for the Bon Appetite marketing campaign, and an honorable mention for logo and brand identity.

The LSU is scheduled to host the ACUI regional conference in fall 2021. Director Ortiz participated in panel at the ACUI national conference in spring 2021. Director Ortiz was elected to a second term for the AOA risk management authority board, serving as a trustee at the auxiliaries multiple employer volunteer employee benefits association fund (VEBA Trust), and nominated to fill a vacated seat on the AOA executive committee. The LSU is also active in various AOA committees.

The LSU has complete various facility improvements such as the overhaul of main level furniture, landscaping, installation of patron counters, replaced Game Rooms carpet, installed wall art in the lower level, replaced event furniture, repaired building systems, digitized business processes, and improved resource accessibility for employees.

The LSU continues to participate in various University committees such as BSSCE workgroup, Access & Infrastructure Toro Team, Strategic Planning Steering Committee, Student Leadership Experience. The goal for the LSU was to expand partnership and collaboration for the development of Toros.

12) Public Comment

There were no public comments.

13) Announcements

The next Board of Directors meeting will be Friday, June 4, 2021 at 10:00 a.m.

14) Adjournment

Chairperson Anthony Thompson adjourned the meeting at 11:10 a.m.

Approval of minutes: _____ or _____

Secretary

Chairperson, Anthony Thompson

Date of approval:
