

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, October 1, 2021

1) Call to Order and Attendance

Chairperson, Angel Salvador, called the meeting to order at 10:13 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>
Angel Salvador		John Stigar	Tia Parrish
Shayna Sanders		Jaime Leal	David Robydek
Ricardo Ortega Martinez		Melissa Bancroft	Alejandro Herrera
Obioha Ogbonna		Israel Sandoval	Deborah Wallace
Erick Garcia		Victor Gonzalez	Edgar Mejia-Alezano
Zack Ritter		Giselle Atallah	
John Menary			
Tamala Lewis			
Dr. Ruttanatip			
Chonwerawong (Dang)			
Deborah Roberson			
Jonathan Molina Mancio			
Katie Robinson			
Cecilia Ortiz			
Adam Kasarda			
Matthew Smith			
Roshni Thomas			

2) Approval of Agenda

ASI Representative Ricardo Ortega moved to approve the agenda for October 1, 2021. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 7-0-1

3) Approval of Minutes

ASI Representative Ricardo Ortega moved to approve the minutes from the September 3, 2021, Board Meeting. Vice President, Student Affairs Designee Dr. Dang Chonwerawong seconded the motion.

The motion passed.

Motion passed. 8-0-0

4) Chairperson's Report

Chairperson Angel Salvador attended advisory committee meetings, and a special meeting with faculty, staff, and President Parham regarding project discussions. Such as the creation of a new student recreation center, and the expansion of the LSU.

5) Director's Report

Director Cecilia Ortiz reported 25 student participants attended the Palestine: History Repeating Itself webinar, a collaboration program hosted by the LSU and CSU Northridge. Director Ortiz reported 979 Toros participated in the Vaccinated Toro Lapel Pin campaign, and announced updates to the Board of Directors web pages. As of the October Board meeting, the LSU implemented a hybrid model for Board meeting participation which allows for in-person and virtual attendance.

In relation to facility operations, Director Ortiz reported clogged restrooms on the main and upper level of the facility along with the grease line in the kitchen. Director Ortiz shared plans to service the areas and provide notice once they become fully operational. Since mid-July, the LSU underwent protocol and

facility modifications related to COVID-19. Director Ortiz announced plans to further modify layouts and seating capacities, which allows the LSU to expand eating zones in all public areas. Effective mid-October, the LSU will extend building hours of operations to expand service and support graduate and residential students. To provide weekday dinner service, the facility hours of operations are Monday to Friday from 7:00a.m.-7:30p.m. To allow for weekend brunch service, the LSU will open on Saturdays from 10:00a.m.-2:30p.m.

Director Ortiz reported a year-to-date total of 39,261 visitors in the facility. The average daily visitors were 1,454, the average number of visitors during the opening hour were 17, and the average number of visitors during the closing hour were 28. Data showed peak activity in the LSU at 1:00p.m. with an average of 214 visitors. Director Ortiz anticipated positive change to follow the expansion of LSU hours of operations.

Director Ortiz reported the conclusion of the 2020-2021 annual fiscal audit, and announced LSU plans to transition payroll systems. In collaboration with Foundation, the LSU will move to an electronic payroll system in January 2022. Director Ortiz shared the CSU Dining Request for Proposal (RFP) committee sent their recommendation to cabinet. Director Ortiz announced plans to reconfigure office workspaces to support operational changes and adhere to COVID protocols. The changes in office layout will allow for functionality, efficiency, and safety for employees.

Director Ortiz congratulated University President's Designee Deborah Roberson on her new position as Chief Human Resources Officer for the ACLU, Southern California.

6) **Audit Committee Report**

In lieu of agenda item 6) Audit Committee Report, the Board transitioned to time certain agenda item 11)
a. LSU Audit Report FY 20-21.

11) **New Business**

a. **LSU Audit Report FY 20-21**

Executive Secretary of the Finance Committee, Jaime Leal, reported that the audit committee met on September 13th, 2021. The committee reviewed the audited financial statements. Clifton Larson Allen represented David Robydek presented the financial statements and results from the LSU's financial audit for fiscal year 2020-2021.

Representative Robydek provided an informational timeline of the auditing process and the role of the audit team and LSU management team. The Statement of Net Position showed total assets increased by \$900,000, which was primarily due to cash flow generated by the operations. Total liabilities increased by \$88 thousand due to other post-employment benefits (OPEB) and pension liabilities. The total net position increased by \$831,000. The Statement of Revenues and Expense showed total operating revenues decreased by \$80,000, central operating revenue increased by \$39,000, total operating expenses decreased by \$440,000, and net income of \$831,000. Representative Robydek informed the Board of significant disclosures that explain important information needed to create the financial statements. Including risks and uncertainties, pension liability, OPEB, and related parties.

Representative Robydek reported no difficulties encountered in the process, no disagreements with management, and no other findings reported.

The Board proceed to vote for or against the 2020-2021 fiscal year audit report.

The motion passed.

Motion passed. 8-0-0.

7) Facility Use Committee Report

Chairperson Salvador shared the committee is in the process of scheduling committee meetings.

8) Finance Committee Report

Finance Committee Chair Shayna Sanders reported the Finance Committee met on September 20, 2021. The committee set goals for the 2021-2022 fiscal year and discussed the Director's title and compensation. Some of the goals mentioned were increasing the number of members on the committee. The next committee meeting will be on October 20, 2021.

9) Personnel Committee Report

Chairperson Salvador reported the Personnel Committee met on September 15, 2021. The committee discussed the Director's title and compensation.

10) Public Comment

There were no public comments.

11) New Business

b. Director Title & Compensation

ASI Representative Ricardo Ortega moved to enter closed session. ASI President Jonathan Molina Mancio seconded the motion.

The motion passed.

Motion passed. 8-0-0.

The Board entered discussion to consider title and compensation change to the LSU Director position.

Chairperson Angel Salvador announced the approval of the Director's title and compensation change to Executive Director.

The motion passed.

Motion passed. 5-1-1.

AVP Student Affairs/Dean of Student Dr. Matthew Smith left at 11:30 am.

c. Annual Risk Assessment Review

Executive Director Ortiz shared the LSU awareness of its inherent operating risks. Therefore the organization has mitigation procedures in the event of an incident. Examples of operating risks include lawsuits, embezzlement, theft, willful property damage, slip and fall injuries, event attendee injury/harm, natural disaster, active shooter, emergencies, hacking, data loss, and cyber ransom risks. Executive Director Ortiz presented on how the LSU mitigates risks.

With respect to Human Resources, the LSU maintains up-to-date information on written employee policies and current position descriptions. Attorneys annually review the policies detailed in employee handbook and provide recommendations that are consistent with changes made in law. The Personnel Committee conducts periodic reviews of employment position descriptions and updates when necessary. In addition, the LSU mitigates risks through its onboarding, performance management, and separation practices by conducting safety trainings and exit interviews. The LSU utilizes cyclical processes, such as annual unlawful harassment, ethics, and diversity trainings.

In terms of financial management, Executive Director Ortiz explained the budget process and the Finance Committee's responsibility. LSU staff drafts a proposed budget for Board review. The Finance Committee then reviews the proposed budget prior to Board approval. The Finance Committee is also responsible to review the reserve study and the long-term financial plan. Executive Director Ortiz commented that the financial management process is founded on transparency and stewardship. Exemplified through segregated budget controls/duties, monthly budget reconciliations, and quarterly financial reviews.

The LSU has an emergency action plan and business continuity plan in efforts to mitigate and manage crises and disaster recovery. For example, the LSU has written procedures, evacuation training, simulated incident training, and participates in the Emergency Planning Committee and Emergency Operations Committee.

Information Technology (IT) is outsourced to the University to mitigate risk and support LSU needs. Executive Director Ortiz commented that IT risk mitigation is largely managed through insurance. In addition, all LSU employees are informed of and comply with the LSU's Responsible Use of Electronic Resources Compliance policy. As well as participate in annual computer security awareness training. To safeguard files, the LSU regularly backs up shared network files to ensure the most up-to-date information is available to employees.

Executive Director Ortiz serves on AORMA Board, which allows the LSU to be aware of best risk management practices. The LSU is also part of the AORMA Insurance Program that covers liability, worker's compensation, property, crime, cyber liability, unemployment and identify fraud. As needed the LSU can purchase special event insurance for additional coverage. The LSU makes it a practice to provide hold harmless forms and provides disclosures of activities that could result in potential harm for participants.

12) Public Comment

Support Services Coordinator Giselle Atallah shared a survey with Board members to retrieve their respective size and option preferences for an upcoming promotional item order.

Director Ortiz thanked LSU professional staff and Loker Leaders for their contribution in creating the hybrid meeting experience for the October Board meeting.

13) Announcements

Chairperson Angel Salvador announced he will travel to the University of California, Irvine (UCI) with President Parham to tour their recreation center, and learn how UCI operates their facility.

14) Adjournment

Chairperson Salvador adjourned the meeting at 12:00 p.m.

Approval of minutes: _____ Or _____
Secretary Chairperson, Angel Salvador

Date of approval _____