

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, November 5, 2021**

**1) Call to Order and Attendance**

Chairperson, Angel Salvador, called the meeting to order at 10:00 a.m. The meeting was held via video conferencing and in person due to the COVID-19 pandemic.

<u><b>Present</b></u>	<u><b>Absent</b></u>	<u><b>Staff</b></u>	<u><b>Guests</b></u>
Angel Salvador	Dr. Ruttanatip Chonwerawong (Dang)	Jaime Leal	Amanda Dodd
Shayna Sanders	Katie Robinson	Melissa Bancroft	Eduardo Fimbres
Ricardo Ortega Martinez		Israel Sandoval	Alejandro Herrera
Obioha Ogbonna		Victor Gonzalez	
John Menary		Giselle Atallah	
Tamala Lewis		Damesha McKnight	
Jonathan Molina Mancio			
Erick Garcia			
Zack Ritter			
Cecilia Ortiz			
Adam Kasarda			
Matthew Smith			
Roshni Thomas			

**2) Approval of Agenda**

ASI Representative Ricardo Ortega moved to approve the agenda for November 5, 2021. Community Representative Tamala Lewis seconded the motion.

The motion passed.

***Motion passed. 6-0-0***

***Alumni Representative Erick Garcia arrived at 10:05 am.***

**3) Approval of Minutes**

ASI President Jonathan Molina Mancio moved to approve the minutes as amended from the October 1, 2021, Board Meeting. ASI Representative Ricardo Ortega seconded the motion.

The motion passed.

***Motion passed. 6-0-1***

**4) Chairperson's Report**

Chairperson Angel Salvador reported his attendance and participation at advisory committee meetings.

**5) Executive Director's Report**

In the area of programs and services, Executive Director Cecilia Ortiz reported California State University Dominguez Hills (CSUDH) hosted the seventh annual South Bay Economic Forecast on October 28, 2021. In 2020, CSUDH hosted the program, however, only speakers were allowed to attend. This year, guests were welcomed back to enjoy the program. The LSU recently updated protocols for the scope of service offered by the Reservations and Event Services office. Custom setups and catering requests are reviewed on a case-by-case basis to adhere to COVID-19 guidelines. The LSU connected with campus partners such as Environment Health and Safety, and the EOC to understand what is expected for the spring semester. Which allows the LSU to plan its operational protocols for the spring.

In regard to the facility, the LSU repaired a leak on the roof caused by recent rain and plans to resurface the roof which is included in the 2021-2022 plan for preventative maintenance.

In the area of human resources, Executive Director Ortiz announced the progress of the Program Coordinator search and currently in the interview process with the Executive Director. The has and plans to continue actively recruiting for the Building Maintenance Assistant and Assistant to the Director positions position vacancies. The LSU observed increase interest in Student Assistant positions which is attributed to recently implemented marketing campaigns.

Executive Director Ortiz announced an opportunity for any person affiliated with the University to attend the Association of College Unions International (ACUI) regional conference. Hosted by Regions I and IV, the conference is scheduled from November 17, 2021, to November 19, 2021.

*Student Affairs Manager arrived at 10:14 am.*

**6) Finance Committee Report**

Finance Committee Chair Shayna Sanders reported the Finance Committee met on October 20, 2021. The committee discussed the Director's title change, first quarter financial report, and payroll transition gap for salaried employees.

**7) Personnel Committee Report**

Chairperson Salvador reported the Personnel Committee met on October 27, 2021. The committee discussed the payroll transition gap for exempt employees, employee statuses, employee tuition assistance program, Employee Handbook, and fall 2021 meeting dates.

**8) Public Comment**

There were no public comments.

**9) New Business**

**a. Payroll Transition Gap – Exempt Employees**

Finance Committee Executive Secretary Jaime Leal shared the LSU plans to transition to a new payroll system. The system would be more efficient for employees and staff who assist in the payroll process. Foundation's Director of Human Resources Amanda Dodd shared the goal is to transition to a biweekly pay schedule where it begins on a Sunday, ends on Saturday, and employees receive their pay on Thursdays. Currently, exempt employees are paid twice a month, around the 15<sup>th</sup> and end of month. In order to transition to a bi-weekly pay period with 26 pay dates for the 2022 calendar year, a new pay period was proposed for the end of the 2021 calendar year. To transition successfully and met legal requirements of providing employees their full wage, Director Amanda Dodd explained the proposition to begin a new pay period on the 16<sup>th</sup> of December to December 25, 2021. Which causes a 40-hour pay gap for exempt employees. Since exempt employees are paid on an annual basis, the question at hand is what direction shall the LSU provide regarding the 40-hour shortfall? Director Amanda Dodd explained the two options available to the LSU: the organization can pay those 40 hours or ask exempt employees to cover those 40 hours using sick or vacation time. Support by the Finance Committee the Personnel Committee recommended a one-time investment of \$12,263.01 to cover salaried employees' payroll gap and establish a bi-weekly payroll schedule.

Alumni Representative Erick Garcia moved to approve a one-time investment of \$12,263.01 to cover salaried employees' payroll gap. Community Representative Tamala Lewis seconded the motion.

The motion passed.

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

**b. Employee Handbook Updates**

Executive Director Ortiz reviewed the proposed changes to the LSU Employee Handbook. Updates were necessitated by the transition of the payroll system, need to define classification of employees, need to identify exempt and non-exempt employees, and a need to modernize language. These updates enable payroll business partners to apply policies correctly. The Personnel Committee took the opportunity to update language within the handbook to increase diversity, inclusion, and anti-racism best practices. In addition, modifications were made to the attire and grooming standards for employees.

Vice Chairperson Shayna Sanders moved to approve the Employee Handbook as amended. The motion was seconded by Community Representative Tamala Lewis.

The motion passed.

*Motion passed. 8-0-0.*

**c. FY 2021-2022 1<sup>st</sup> Quarter Budget Report**

Finance Committee Executive Secretary Jaime Leal and Finance Committee Chair Shayna Sanders presented the first quarter financial report for fiscal year 2021-2022. The first quarter optimum range is 20% to 30%.

As the LSU primary source of revenue, student fees were below optimum range at 0%. Finance Committee Chair Sanders shared that student fees have yet to be collected. Commercial rent fees were at 40%. Finance Committee Executive Secretary Leal shared the LSU did not plan to be in operations in the fall semester which attributed to commercial rent fees at a higher-than-expected percentage. Due to the COVID-19 pandemic, facility use rent was at 0%. Operating expenses was at 15%, below optimum range because the first quarter reflects the months before the facility reopened to the community and students. Utilities & Services were at 24%. Repair & Maintenance were at 18%, primarily due to pending projects. Event costs were at 3%. Salaries & Benefits remained on track with students and staff are at 12% and 19% respectively. Contracted services were at 25%. OPEB expenses were at 2%. Overall, revenue was at 1% and expenses at 17%. Finance Committee Chair Sanders shared that these numbers are nothing to be alarmed about, as student fees have yet to be collected.

**d. Resolution Executive Director Title – First Reading**

Chairperson Salvador read the “Resolution To Update Corporate Documents, Bylaws And Policies To Current Title Of Executive Director.” The Board discussed the need to update corporate documents, bylaws and policies to reflect the current title of the Chief Executive Officers as Executive Director.

**e. Cost of Living Adjustment – Salaried Employees**

The Personnel Committee recommended the approval of a 3% cost-of-living adjustment retroactive from July 1, 2021, for all professionally employed staff members except for the Executive Director. Executive Director Ortiz shared that the operating budget has a placeholder for a 3% cost-of-living adjustment for the Pro Team. Alumni Representative Erick Garcia shared that the professional staff should receive more than a 3% increase, since they did not receive any cost of living adjustment the prior year due to the COVID-19 pandemic. Dr. Menary and Community Representative Lewis shared their consensus for an increased. The Board discussed what percentage would be feasible and appropriate. As well as discussed if the percentage were to increase it be seen as a one-time ‘bonus’ or “thank you” rather than a permanent increase.

Alumni Representative Garcia moved to table agenda item 9.e. Cost of Living Adjustment – Salaried Employees to the next Board meeting. The motion was seconded by ASI Representative Ricardo Ortega Martinez.

The Board discuss deferring the matter to the Finance Committee to calculate a four, five, and six percent cost-of-living adjustment. The Board expressed interest in comparing the cost-of-living adjustment and staff's salary to assess the financial impact. The Board requested the item be discussed in closed session and in addition requested information on what other entities are doing.

The motion passed.

***Motion passed. 7-0-1.***

***Community Representative Tamala Lewis left at 11:53 am.***

***ASI Representative Obioha Ogbonna left at 12:00 pm.***

ASI President Jonathan Molina Mancio moved to table the remaining business items on agenda to next Board Meeting on December 1, 2021. ASI Representative Ricardo seconded the motion.

The motion passed.

***Motion passed. 6-0-0.***

**f. Corporate Seal Update**

The Board tabled agenda item 11.f Corporate Seal Update to the December 3, 2021, Board meeting.

**g. Campus Master Plan**

The Board tabled agenda item 11.g Campus Master Plan to the December 3, 2021, Board meeting.

**10) Public Comment**

ASI President Jonathan Molina Mancio reported that the ASI currently has no official stance for the Recreation Center. He shared ASI holds a neutral stance regarding the Student Affairs Rec Center and referendum, and the University will hold the referendum vote in the spring of 2022.

**11) Announcements**

There were no announcements.

**12) Adjournment**

Chairperson Salvador adjourned the meeting at 12:03 p.m.

Approval of minutes: \_\_\_\_\_ Or \_\_\_\_\_  
Secretary Chairperson, Angel Salvador

Date of approval \_\_\_\_\_