

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, October 4th, 2019

1) Call to Order and Attendance

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

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Adam Kasadra	Giselle Atallah	
Jerry Willard	Daniel Cutrone	Melissa Bancroft	
Patrice Bonds		Jamie Leal	
Cecilia Ortiz		Israel Sandoval	
Nicole Rodriguez		John Stigar	
Christian Jackson			
Roshni Thomas			
Matthew Smith			
Victor Giron			
Jonathan Thomas			
Rihab Shuaib			
Erick Garcia			
Tamala Lewis			
Zack Ritter			

2) Approval of Agenda

ASI President Christian Jackson moved to approve the agenda for October 4, 2019. ASI Representative Rihab Shuaib seconded the motion.

The motion passed unanimously.

Motion passed 8-0-0

3) Approval of Minutes

Vice President of Student Affairs Designee Nicole Rodriguez moved to approve the minutes for the September 6, 2019 Board meeting with the amendments. Vice Chairperson Johnathan Thomas seconded the motion.

The motion passed.

Motion passed 7-0-1.

4) Chairperson's Report

Chairperson Thompson reported the need of union improvement and has attended all subcommittee meetings. In addition, creating relationships with administration and engaging students with the board.

5) Director's Report

Director Cecilia Ortiz reported a successful Open House. The event, Mission: Explore LSU invited students and individuals from the community to explore and discover all of the facility services the organization provides. Students earned limited edition buttons that represented each facility space in the union and learned more information about their services.

The lower level of the LSU has grown to be a popular space and has been accepted by the students. Director Ortiz stated the lower level project is still incomplete and will continue going through improvements. Such as wrapping the cubicle partitions. The LSU plans to renovate Meeting Room 322 with a mural on the wall to celebrate students culminating and represent the Toro nation.

Director Ortiz and Assistant Directors of the LSU attended the AOA. Director Ortiz announced that a LSU full-time employee will go on family leave. Preparations to hire a temporary employee will take place in early November to late January.

6) Audit Committee Report

The audit committee met on September 12, 2019. The committee discussed the 2018-2019 audit report, which was presented by Clifton Larson Allen LLC.

The committee reviewed the basic financial statements such as, the balance sheet, statement of cash flows, and the income statement. They have allotted a time certain for CLA to present at the October 4, 2019 board meeting.

7) Finance Committee Report

The Finance committee met on September 17, 2019. The committee discussed old business such as, the LSU's long-term plan and new business; which consisted of finance committee goals, and organizational priorities.

The committee hopes to continue their ongoing goal of recruitment to achieve about 2-3 more members. They have also set in stone their objective for leadership opportunities as an object that should always be focused on. Lastly, they are still being very instrumental in updating the LSU long-term financial plan.

The committee has no recommendations for today's Board meeting. The next committee meeting is on October 15, 2019 at 3:30 p.m. in LSU 320.

8) Facility Use Committee Report

The Facility Use Committee met on Thursday September 26, 2019. The Facility Use Committee discussed the Lactation Policy. The Facility Committee discussed goals such as mediating lack of space for the growing population, expanding the Union with a student recreation center exploration, increasing more committee members, basic needs on how to help the campus, and exploration of sustainability. The Facility Use Committee has one item waiting for approval.

9) Personnel Committee Report

The personnel committee met on September 17, 2019. The only members present for the personnel committee meeting were Personnel Committee Chair Patrice Kenji Bonds and Executive Secretary Melissa Bancroft. The committee hopes to have more attendees in the future. Due to the lack of attendees, the committee preceded with a one on one meeting.

The committee has no recommendations for the October 4, 2019 Board meeting

10) Public Comment

There were no public comments.

11) Old Business

a. LSU Master Planning

Director Ortiz shared an update on the LSU Master Plan with the Board. The organization seeks to engage stakeholders and start planning what will occur in the fall 2020 semester with the intent to propose a referendum in the spring 2021 semester. This will allow more time to coordinate, plan, and market the referendum.

Director Ortiz provided some background to the Master Planning process. In February 2019, the board approved access to fund CU-301, a fund use for major improvements for

expansion and renovation. The funds used were to begin engaging with partners and conducted interviews with respective firms.

The LSU has identified a programming partner, Brailsford and Dunlavy who are experts in the market and brand analysis. Total professional fees for Brailsford and Dunlavy are \$53,120. In addition the LSU has identified an architect partner, LPA who have experience in the CSU system. They provide services such as, data collection, site surveys, field verification and investigations, survey coordination with Brailsford and Dunlavy, student engagement workshops, programming and planning, design, and documentation. Total project fees are \$325,000. With the inclusion of specialty services such as 3-D rendering for people to see the vision of the facility and experience it, total cost would add up to \$400,000. Total funding request would include a \$50,000 contingency of \$50,000, in case of any needs that might occur throughout the process.

Director Ortiz proposed that the LSU access \$503,120.00 from the CU-301 fund.

The board discussed concerns on the process, how the funds would be replenished, the duration of the process, importance of data collection, and the project's long-term impact on student jobs. Director Ortiz clarified that a referendum is a vote, a value proposition. If students vote to tax themselves a certain amount the LSU will use that to build, thus funds from CU-301 will be use for the pre-work, prior to constructing. Director Ortiz also clarified that the management of funds and savings are facilitated through the budget processes and further explained how payments are made to the State and Chancellor's Office.

ASI Representative Victor Giron left at 10:36 a.m.

ASI Representative Rihab Shuaib left at 10:38 a.m.

ASI Representative Rihab Shuaib returned at 10:40 a.m.

ASI Representative Victor Giron returned at 10:41 a.m.

As it relates to the duration of the referendum process, Director Ortiz explained that it starts with the University President's support followed by the team from the campus to discuss the process with the Chancellor's Office. Once students approve the referendum that is when the semantics are generated. A possible risk would be if access to the CU-301 funds are approved but students do not pass the referendum.

Paused discussion due to time certain – LSU Audit Report FY 18-19.

Director Cecilia Ortiz left at 10:45 a.m.

12) New Business

a. LSU Audit Report FY 18-19

Principal David Robydek presented the financial statements and results from the LSU financial audit for fiscal year 2018-2019. Principal Robydek stated that the process started early and issued on time, because LSU management: Director Cecilia Ortiz and Assistant Director Jaime Leal. There were no identified audit adjustments nor any tax deficiencies; the financial audit results are great.

Principal Robydek went on to share highlights from the financial audit. They shared that the LSU continues to advance its mission, continuous improvement is practice and evident in the upgrades introduced in the 2018-2019 fiscal year within the facility, programs, and services offered.

The report shows that capital assets have gone up. By way of capital improvements such as the introduction of a nap room, overhauling interior and exterior seating to improve comfort and capacity, designating a space for the Queer Culture and Resource Center. Total net position has increased by almost \$300,000; Principal Robydek stated that it is of good impact to have an increase in net position. Total operating revenues increased by \$31,799 compared to the prior year. Total operating expenses showed an increase of \$248,937 when compared to the prior year. The increase can be attributed to a variety of reason such as, the LSU brought staff to full force, increase in the State's minimum wage effected salaries and caused an increase in contracted services as vendors also responded to the State's law.

The report reflects how the LSU plans to initiate a master planning process in 2019-2020 fiscal year to garner support for an expansion to the Student Union facility and introduce a student recreation and wellness center. Lastly, Principal Robydek shared that no new accounting standards were introduced this year.

Director Cecilia Ortiz returned at 10:54 am.

ASI President Christian Jackson moved to approve the LSU financial audit report for fiscal year 2018-2019. Vice Chairperson Jonathan Thomas seconded the motion.

The motion passed unanimously.

Motion passed 8-0-0.

11) Old Business

a. LSU Master Planning *Resumed discussion.*

The question was posed on the importance of data collecting and if the project will generate any revenue. Director Ortiz explained how the revenue source is student fees and how the LSU maintains the responsibility of providing all the services and programming to the students. There will be opportunities to generate new revenues outside student fees but cannot compete with student access.

Alumni Representative Erick Garcia questioned if the temporary student fee will become permanent. Director Ortiz clarified that this project and proposal are separate from the temporary fee. The referendum fee would be proposed to cover the proposed operation and building. Director Ortiz explained how the Finance Committee is currently looking over the long-term plan and projections including and excluding the temporary fee. She also clarified that what is passed during referendum will affect what fees are introduced. For example, if a recreation center and expansion passes, it will be an increase and new fee. If it were just an expansion, it would be an increase.

Vice President of Administration and Finance Designee Jerry Willard clarified that if it is an increase in a fee, it only needs president approval, and if it is a new fee, it needs Chancellor's Office approval. As well as if this project is Category 2 fee it gets reviewed by the Student Advisory Committee.

Vice President, Student Affairs Designee Nicole Rodriguez commented on how many students expressed the need and want of seeking new job opportunities, more lounge space and exercise areas. In addition, the campus deserves buildings that support their needs, as

well an increase of student employment and paid internships. Interim Associate Vice President, Student Life/Dean of Students Matthew Smith emphasized Nicole's commentary on how this project can be inclusive to what students of CSUDH are looking for.

Vice Chairperson Jonathan Thomas expressed how this project could be an investment in the future. ASI Executive Vice President of Academic Affairs Victor Giron was uncertain if peers would accept supporting a referendum fee.

Community Representative Tamala Lewis entered at 11:13 a.m.

ASI President Christian Jackson moved to approve CU-301 Fund of \$503,120. Secretary Patrice Bonds seconded the motion.

Alumni Representative Erick Garcia moved to amend the motion, to approve \$503,120 from CU-301 to explore the expansion and renovation of the student union. ASI President Christian Jackson seconded the motion.

The motion to amend passed unanimously.

Motion passed 9-0-0

Chairperson Anthony Thompson restated the amended motion, to approve \$503,120 from CU-301 to explore the expansion and renovation of the student union.

The motion passed.

Motion passed 8-0-1

ASI Representative Rabib Shuaib left at 11:20 a.m.

12) New Business

b. Lactation Pod Policy

Chairperson Anthony Thompson shared that the Facility Use Committee recommends a change in language to the Lactation Pod Policy in efforts to be more inclusive.

Secretary Patrice Bonds moved to approve the amendments to the Lactation Pod Policy. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed 9-0-0.

ASI Representative Rabib Shuaib returned at 11:23 a.m.

c. Annual Risk Assessment Review

Director Ortiz presented on how the LSU mitigates risk and 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.

Director Ortiz covered the employment practices within human resources. An employee handbook is provided to all employees that contains expected and required conduct demonstrated while working with the organization. The employee handbook was last updated on March 2007 and is currently under revision. The Employment Law Firm that the

LSU contracts provides a personnel policy manager service, where if there are changes to employment law the LSU is notified and they update the Employee Handbook.

Director Ortiz shared the financial management processes and the ways finances are handled to sustain the operation. The budget is developed by LSU Staff, presented to the finance committee, and then recommended to the Board of Directors for approval. A financial audit that is conducted by a firm must get approval from the CSU to perform objectives. The firm as well conducts monthly reconciliations to ensure the tracking of revenue and expenses. Segregation of duties are held within the LSU employment team and as well with Foundation. Transaction approvals such as checks and journal entries are verified and signed by Director Ortiz.

Student Affairs Manager Zack Ritter left at 11:31a.m.

Director Ortiz shared how the LSU approaches crisis management and disaster recovery. Emergency action plans are prepared in advance with procedures on what to do when a serious situation occurs. Both LSU employees and tenants have a role in evacuation procedures and trainings are conducted on a regular basis. A disaster recovery plan identifies resources and staff that are to be maintained to ensure business continuity.

ASI Representative Victor Giron left at 11:34a.m.

Director Ortiz shared how technology information is managed. CSUDH manages the LSU's information technology as the servers are connected with the campus. The LSU ensures the campus is meeting requirements for how to manage data. LSU employees complete the Responsible Use of Electronics annual acknowledgement and required to complete Computer Security Awareness Training with understanding on how to minimize risks and exposure.

The board asked if employees of the LSU receive company laptops and phones. Director Ortiz shared that some individuals do have access to phones and/or laptops and how laptops are configured to the campus' standard.

ASI Representative Victor Giron returned at 11:38 am.

Director Ortiz shared how the LSU mitigates risk through its insurance program. The LSU is part of a pulled program by AORMA/CSURMA which provides insurance for identifiable hazards. Risks such as liability, worker's compensation, property, crime, unemployment, identity fraud, cyber liability, and LSU's typical activities and events are covered under the insurance. If there is an activity done out of the ordinary there is special insurance for that specific/particular activity.

12) Public Comment

There were no public comments made.

13) Announcements

The next BOD meeting will be on November 1, 2019.

Student Affairs Manager Zack Ritter returned at 11:43 a.m.

14) Adjournment

Chairperson Anthony Thompson adjourned the meeting at 11:44 a.m.

**Approval of
minutes:**

Secretary

or

Chairperson, Anthony Thompson

Date of approval:
