

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, July 2, 2020**

**1) Call to Order and Attendance**

Chairperson, Anthony Thompson, called the meeting to order at 3:00 p.m. This 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	Makonnen Tendaji	John Stigar	
Johnathan Thomas	Wayne Nishioka	Jaime Leal	
Patrice Bonds	Roshni Thomas	Melissa Bancroft	
Rihab Shuaib	President Parham		
Erick Garcia			
Zack Ritter			
John Menary			
Tamala Lewis			
Dr. Ruttanatip			
Chonwerawong (Dang)			
Christian Jackson			
Adam Kasarda			
Matthew Smith			

**2) Approval of Agenda**

Vice Chairperson Johnathan Thomas moved to approve the agenda for July 2, 2020. ASI Representative Rihab Shuaib seconded the motion.

The motion passed unanimously.

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

**3) Approval of Minutes**

ASI Representative Rihab Shuaib moved to approve the minutes from the June 5, 2020 Board Meeting. Vice Chairperson Johnathan Thomas seconded the motion.

The motion passed unanimously.

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

**4) Chairperson's Report**

Chairperson Thompson reported that he has advanced the LSU mission, attended all sub-committees, and attended meetings with the Director.

**5) Director's Report**

Director Cecilia Ortiz reported that the chat feature on the video conference call was disable. The LSU has finished mapping layouts in the food court to maximize capacity. The LSU is also looking at pandemic related protocols to ensure that layout changes do not create issues for guests. The LSU plans to conduct a second repair on a landscaping and irrigation pipe. The partition walls replacement project in the ballrooms and meeting rooms has been completed. In the month of July, the LSU plans to replace the carpets in the meetings rooms and Games Room. The LSU is developing protocols in consultation with stakeholders and tenants for when the LSU reopens. The LSU is redesigning and updating the LSU reservations website which will include virtual tours, new photo assets, and updated capacities.

**6) Facility Use Committee Report**

The Facility Use Committee has not met and the next committee is to be determined.

**7) Personnel Committee Report**

The Personnel Committee met on June 22, 2020. The committee conducted interviews for the Student-at-Large positions, and discussed the 2019-2020 organizational award nominations.

The committee has forwarded one item for the July 2, 2020 board meeting. The next committee meeting has yet to be determined.

**8) Finance Committee Report**

The Finance Committee met on June 19, 2020. The committee discussed the fiscal year 2020-2021 operating budget.

The committee has forwarded one item for the July 2, 2020 board meeting.

**9) Public Comment**

There were no public comments

**10) New Business**

**a. FY 2020-2021 Operating Budget**

Assistant Director and Executive Secretary to the Finance Committee Jaime Leal presented the operating budget for fiscal year 2020-2021. The LSU proposed budget projects a 20% decrease in enrollment, which informs the anticipated student fee revenue. Based on the enrollment figures the LSU projects 2.8 million dollars to be returned to the operations. Operating budget figures are based on projections that the facility will reopen in January 2021. In order to sustain the operations for the coming year the LSU will need to access about \$400,000 in funds residing in retained earnings.

Director Ortiz shared staffing changes that affect the proposed operating budget. The LSU has staffed a temporary Marketing Assistant during the 2019-2020 fiscal year and plans to change the position to a Marketing Coordinator. This is a necessity as the organization pivots to an online environment. The LSU also plans to hire a Computer Tech in January 2021, as the LSU shifts to remote work the need for a Computer Tech has drastically increased. To help balance the budget and gain some savings the LSU plans to go without a Building Maintenance Assistant and Administrative Assistant for the fall semester and hire in January 2021. As it relates to student positions, the LSU plans to furlough certain student positions until January 2021. Student positions such as operations, custodial, and setup personnel that are typically needed when a facility is open. The LSU budget does not include cost of living adjustments or minimum wage increases, and does not include funding for the tuition reimbursement staff benefit program.

Assistant Director Jaime Leal shared that the LSU projects total expenditures to be about 3.4 million dollars, which includes \$160,000 for COVID-19 expenditures and retrofitting of the facility.

The Board discussed possible financial scenarios if the LSU does not open in January 2021. Director Ortiz informed that financial models have not officially been done for that scenario. What is anticipated is a decrease in revenue, while expenses maintain the same. Director Ortiz further explained that expenditures such as utilities do not decrease significantly when the LSU is closed to the public. At each quarterly budget review, the LSU plans to assess and adjust expenses to match revenue flow.

The Board discussed the possibility of providing staff raises in fiscal year 2021-2022. Director Ortiz shared that no considerations has been made for finances in 2021-2022, the focus was for the 2020-2021 fiscal year. The Board inquired about financial savings if the LSU does not provide cost of living increases to staff. It was shared that the LSU would save about \$24,500. The Board further discussed the impact to the organization's financial position and student sentiment as it relates to cost of living

increase and student furloughs. Director Ortiz clarified that furloughed student positions are not terminated employees but are still employed with LSU, and in the event of a reopening will be recalled to work.

Vice Chairperson Johnathan Thomas moved to approve the FY 2020-2021 Operating Budget. Secretary Patrice Bonds seconded the motion.

The motion passed.

*The motion passed. 6-1-0*

**b. 2019-2020 Organizational Awards & Recognitions**

Members of the Board presented organizational awards & recognitions for the 2019-2020 academic year. Director Ortiz presented staff honorees for their years of services to the LSU. Support Services Coordinator Giselle Atallah was honored for her five years of service to the LSU. Assistant Director Jaime Leal was honored for his 25 years of service to the LSU.

Chairperson Anthony Thompson honored and thanked the outgoing student board members Johnathan Thomas, Patrice Bonds, Christian Jackson, Rihab Shuaib, and Makonnen Tendaji for their service to the LSU. He further thanked all board members for their contributions and service. Vice Chairperson Johnathan Thomas presented the BOD Chairperson Recognition to Anthony Thompson for his service and dedication to the Board.

Vice Chairperson Johnathan Thomas was awarded Board Member of the Year for his responsiveness, academic excellence, development and commitment to the Board. Erick Garcia was awarded the Katherine B. Loker Spirit of Benevolence Award for his commitment in furthering the LSU mission, fostering community, and being a fearless advocate.

**c. Student-At-Large Appointments**

The Personnel Committee recommended Anthony Thompson, Savannah Gonzalez, and Angel Salvador to serve as Student-at-Large directors on the Board of Directors.

Angel Salvador stated his motivation to be a Student-At-Large representative is because he wants to expand opportunities for students especially undocumented students. Savannah Gonzalez stated their motivation to be part of the board is to provide overall student success to others and they stated they love to be involved on campus. Anthony Thompson stated his motivation to continue on the board is because he has grown as a leader because of the LSU and wants to continue his role as a student advocate.

Alumni Representative Erick Garcia moved to appoint Angel Salvador and Savannah Gonzalez to a two-year appointment and Anthony to a one-year appointment for Board of Directors Student-at-Large positions. Community Representative Tamala Lewis seconded the motion.

The motion passed.

*The motion passed. 8-0-0*

**11) Transition**

**a. Officer Appointments**

The nominees for the open Student-at-Large positions are as follows: Angel Salvador (two-year appointment), Savannah Gonzalez (two-year appointment), and Anthony Thompson (one-year appointment).

Alumni Representative Erick Garcia nominated Anthony Thompson as Chairperson, Angel Salvador as Vice Chairperson, and Savannah Gonzalez as Secretary.

Anthony Thompson, Jonathan Thomas, and Patrice Bonds accepted their nominations.

Alumni Representative Erick Garcia moved to appoint Anthony Thompson as Chairperson, Angel Salvador as Vice Chairperson, and Savannah Gonzalez as Secretary. VP of Student Affairs Designee Dr. Dang seconded the motion.

The motion passed unanimously.

***The motion passed. 7-0-0***

**b. Advisory Committee Chair Appointments**

The Board discussed the 2020-2021 chair appointments for the Facility Use, Finance, and Personnel advisory committees.

VP of Student Affairs Designee Dr. Dang moved to table committee chair appointments until all student at large positions are filled. Community Representative Tamala Lewis seconded the motion.

The motion passed unanimously.

***The motion passed. 8-0-0***

**12) Public Comment**

The Board shared congratulatory comments to graduating Board members Patrice Bonds and Johnathan Thomas.

**13) Adjournment**

Chairperson Anthony Thompson adjourned the meeting at 5:17 p.m.

Approval of minutes: \_\_\_\_\_ or \_\_\_\_\_  
Secretary Chairperson, Anthony Thompson

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