

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

1) **Call to Order and Attendance**

Chairperson, Anthony Thompson, called the meeting to order at 10:02 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	Angel Salvador	John Stigar	Marci Payne
John Curiel	Matthew Smith	Jaime Leal	Morgan Kirk
Jonathan Molina Mancio		Giselle Atallah	Carolyn Tinoco
Lola White		Victor Gonzalez	
Erick Garcia		Melissa Bancroft	
Zack Ritter			
John Menary			
Tamala Lewis			
Dr. Ruttanatip Chonwerawong (Dang)			
Deborah Robinson			
Rihab Shuaib			
Katie Robinson			
Adam Kasarda			
Cecilia Ortiz			
Roshni Thomas			

2) **Approval of Agenda**

ASI President Rihab Shuaib moved to approve the agenda for March 5, 2021. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 8-0-3

3) **Approval of Minutes**

ASI Representative Jonathan Molina Mancio moved to approve the minutes from the February 5, 2021 Board Meeting. ASI President Rihab Shuaib seconded the motion.

The motion passed.

Motion passed. 10-0-1

4) **Chairperson's Report**

Chairperson Thompson reported he supported the Board and the LSU's mission by participating on BOD recruitment meetings, attending subcommittee meetings, and attended meeting with newly appointed Chancellor of the CSU System.

5) **Director's Report**

Director Cecilia Ortiz thanked the Board for using Zoom virtual backgrounds. Because it assists with Board meeting process and visually informs community members whom is on the Board. Director Ortiz reported the LSU Board of Directors, Presidential Scholars and ASI leaders met with the newly appointed CSU Chancellor, Dr. Joseph L. Castro. They discussed the student experience and opportunities at CSUDH.

Director Ortiz announced that the Toro Touchdown Space expanded access to all enrolled CSUDH students. Director Ortiz announced that she presented an education session with four other institutions at the ACUI 2021 Virtual Conference. Director Ortiz shared that the LSU budget underwent revisions and Finance Committee vetted the revisions for Board consideration. Lastly, Director Ortiz reported that the LSU continues its facility improvement projects such as cosmetic and facility upgrades.

6) **Finance Committee Report**

The Finance Committee met on February 17, 2021. The committee discussed revisions to the 2020-2021 operating budget. The next committee meeting is on March 17, 2021 at 10:00 AM.

7) **Facility Use Committee Report**

The Facility Use Committee met on February 18, 2021. The committee discussed the film policy. The next committee meeting is on March 18, 2021.

8) **Personnel Committee Report**

The Personnel Committee met on February 11, 2021. The committee discussed BOD Student at Large committee involvement and the LSU Staffing Plan. The next committee meeting is on March 12, 2021.

9) **Public Comment**

Carolyn Tinoco, Cal Fresh Food Coordinator ask the Board to consider financial support to the DH Toro Pantry. She emphasized that any contribution are welcome and go a long way to support students with food insecurities. Carolyn Tinoco took the opportunity to suggest BOD zoom links and agendas become more visible for students not accustom with Board meetings, civic engagement, or Roberts rule of order. As they might find it challenging to attend and participate. As a solution, Carolyn Tinoco recommended a step-by-step guide or Teddy the Toro video tutorial.

10) **Old Business**

a. **Secretary Appointment**

Per the LSU Bylaws, only Student-at-Large directors are eligible for officer positions on the Board of Directors. The Board of Directors officer positions are Chairperson, Vice Chairperson, and Secretary. The Secretary position has remained vacant.

Chairperson Thompson nominated Student-at-Large John Curiel as Secretary. John Curiel accepted the nomination.

ASI Representative Johnathan Molina Mancio moved to appoint Student-at-Large John Curiel as Secretary to the Board of Directors. Erick Garcia seconded the motion.

The motion passed.

Motion passed. 10-0-1

b. **FY 2020/2021 Quarterly Financial Report**

Assistant Director Jaime Leal presented the second quarter financial report for fiscal year 2020-2021, which has an optimum range of 45-55%. In regards to revenue, the LSU collected its first installment of Student Fees (51%). Campus repopulation plans are postpone to the fall 2021 semester. Thus, the LSU has remained closed in spring 2021 and projected a loss in other operating revenue such as commercial rent (38%), and facility rent (0%).

Operating expenses were at 19%; this reflects the efforts to launch the Toro Touchdown Space. Utilities and Services were at 35%; it was assumed that the LSU will reopen in Spring 2021 thus year-to-date actuals are below optimum range. Repair and maintenance (19%) were paused as efforts were redirected to support the Toro Touchdown Space. Event Costs were at 18% as the organization awaits transactions to post for two "Out of the Box" events, the purchase of student giveaways and postage fees. Staff salaries (44%) and benefits (52%) are within optimum range. Student salaries (17%) are below optimum range however, the LSU projects an increase as the student workforce were recalled to support the Toro Touchdown Space. Contracted services were at 31% as the LSU continues to clean and disinfect offices and high frequent touchpoints in the facility. OPEB expenses were at 2% due to pending contributions to the VEBA trust.

The majority of funds related to Capital Outlay have gone to the launch of the Toro Touchdown Space. COVID-19 Expenses (19%), Capital Purchases (0%), and Depreciation (52%). The LSU anticipates COVID-19 expenses to increase as pending transactions post. CFO Designee Katie Robinson inquired if the LSU has consider CARES funding to offset construction or personnel expense. Assistant Director Leal shared that the LSU is in the process of applying.

Total Revenue was considered within optimum range at 43% and total expenses was below optimum range at 31%.

11) **New Business**

a. **FY 20/21 Operating Budget Revised**

Assistant Director Jaime Leal presented the revisions to the operating budget for fiscal year 2020-2021. Assistant Director Leal shared that the LSU assumed it would operate in spring 2021 and enrollment decrease. However, actual figures showed a steady enrollment, and reopening postponed to the fall 2021 semester.

The revised operating budget reflects changes in revenue from a projected 4.8 million to an expected 5.6 million. The LSU and finance committee recommend bringing 3.2 million to support the operation.

Assistant Director Leal shared that the approved operating budget called for the organization to access funds from its retained earnings. With the increase in enrollment and subsequent increase in revenue, the revised budget illustrates that the organization will not need to access reserve funds. Based on year-to-date actuals and the postponed reopening, the LSU expects a lower utility cost. The LSU expects repair and maintenance, accounting and attorney fees, staff salaries, and benefits to remain the same. Event cost is expected to have a slight decrease due to the continued closure and cancelation of building wide events. Campus wide programs will not incur an expense and depreciation is expected to increase by \$10,000 due to new assets.

Within Capital Outlay, COVID-19 Expenses is projected at \$156,000 as this includes expenses from the Toro Touchdown Space and a program to equip staff as they work remotely. Assistant Director Leal stated that the budget presented is a balanced.

ASI President Rihab Shuaib moved to approve the revised 2020-2021 operating budget. Secretary John Curiel seconded the motion.

The motion passed.

Motion passed. 9-0-2

b. **CSUDH Toro Pantry**

Facility Representative John Menary encouraged the Board to consider donating to the CSUDH Toro Pantry. The Board discussed the importance of using student fees to support students experiencing difficulties due to the pandemic.

The Board invited Basic Needs Coordinator Morgan Kirk to share about the CSUDH Toro Pantry and share what would be a helpful contribution. Morgan Kirk shared that if a person or entity purchases one box it supports three students in need, and a donation of \$3000 will support 100 students.

Director, Facilities Planning Roshni left at 11:11 AM.

Community Representative Tamala Lewis left at 11:20 AM.

The Board inquired on the specific support that is need for students facing food insecurities. Basic Needs Coordinator Morgan Kirk shared that funding, volunteering and spreading awareness are critical. Based on Board discussion, the Board asked for the student climate report to be shared.

c. **Student Climate Report to Board**

Basic Needs Coordinator Morgan Kirk and Associate Dean of Student Zack Ritter presented a student climate report to the Board of Directors. The report illustrates how the Office of the Dean of Students is supporting students during the pandemic and what needs students face.

In 2018, the CSU conducted the Basic Needs Initiative Data, the results indicated that 41.6% of students are food insecure and 10.9% of students are housing insecure. In 2019, CSUDH replicated the survey and the results indicate that 61.3% of students are food insecure, and 15.6% are housing insecure. In September of 2020, a support survey was distributed to gauge how helpful basic need resources are to students. The survey was sent to 124 students and 51 responded, the results show 96% of total respondents use food distribution events, 59% of respondents shared that the service is extremely convenient, and 89% of respondents have received food from the CSUDH food pantry.

The Basic Needs Program established their food distribution events on March 2020. They have partnered with EveryTable and local farmers market to distribute 721 bags of produce and 1,620 bags of (4) EveryTable pre-made meals. In addition, the basic needs team has established a Rent Assistant Program. The program has received \$40,000 in leftover CARES funding which supported 32 students in rent payment. Seeing that the Rent Assistant Program depilates funds quickly, they seek financial support to reactivate the program.

The Basic Needs Program hopes to receive emergency grant funding, rent assistance funding, food distribution funding, and increase marketing capabilities. They are further looking for staff volunteers at food distribution events.

In addition, students frequently are unable to lift their holds in time to sign up for classes. Student Affairs has identified a need for quicker outreach methods to lift holds and register students. Student have experienced difficulty in reaching offices such as financial aid. In response, financial aid has created short online videos and responds to inquiries within 2-3 business days. Student have faced mental health challenges enlarged by the COVID-19 pandemic. Causing anxiety, depression, loneliness, and difficulty balancing work, home and class life. General COVID-19 concerns include Zoom fatigue, decreased student participation in co-curricular learning spaces, students not learning as much as they expected, and students missing interactions with peers.

The Board discussed what would be a reasonable contribution to the CSUDH Toro Pantry for this fiscal year.

Alumni Representative Erick Garcia moved to allocate \$6,000 to the Toro Food Pantry. ASI Representative Lola White seconded the motion.

The motion passed.

Motion passed. 8-0-2

ASI Representative Lola White left at 11:45 AM.

University Designee Deborah D. Roberson left at 11:45 AM.

Alumni Representative Erick Garcia left at 11:45 AM.

d. Board Engagement with Constituents

Due to lack of quorum, agenda item 11.d. Board Engagement with Constituents was tabled.

12) Public Comment

There were no public comments.

13) Announcements

The next Board of Directors meeting will be Friday, April 9, 2021 at 10:00 a.m.

14) Adjournment

Chairperson Anthony Thompson adjourned the meeting at 12:00 p.m.

Approval of minutes:

Secretary

or

Chairperson, Anthony Thompson

Date of approval:
