

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc.
Board of Directors Meeting Minutes ♦ Friday, October 3, 2014

1. Call to Order and Attendance

The meeting was called to order at 10:11 AM by Chair, Jordan Sylvestre.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jordan Sylvestre	Barbara Gomez	Arnecia Bryant	
Hershell Hardimon	William Franklin	Jaime Leal	
Kristina Chandler	Patricia Ann Wells	Carole Desgropes	
Janette Solano	Tamala Lewis	John Pharris	
Oliver Baquiaux	Richard Chester	Giselle Atallah	
Jesica Rodriguez			
Stephen Rice			
Christopher Fernandez			
Robert Fenning			
Jonathan Scheffler			
Cecilia Ortiz			
Sonja Daniels			

2. Approval of Agenda

Mr. Hardimon moved to approve the agenda with the strike of item 8) b. “Student Recreation and Wellness Center”; Ms. Rodriguez seconded the motion. Clarification was requested as to why the item was being struck from the agenda? The feasibility study has yet to commence thus discussion on the Student Recreation and Wellness Center will be struck from the agenda. The motion passed unanimously.

Motion passed. 6-0-0

3. Approval of Minutes – September 12, 2014

Mr. Baquiaux moved to approve the minutes for September 12, 2014 Board of Directors (BOD) meeting. Ms. Chandler seconded the motion. The motion passed unanimously.

Motion passed. 6-0-0

4. Chair’s Report

Chair Sylvestre attended the Cross Cultural Retreat (CCR) alongside some of the LSU Board members, it was a great experience to interact, connect and learn alongside of other Board members. Chair Sylvestre reported that Mondays & Wednesdays from 11:30 AM – 2:00 PM and Tuesdays and Thursdays from 12:30 PM – 3:00 PM every seated space has been utilized by students and/or guest.

5. Director’s Report

Director Ortiz reported that the permits to convert the south lounge corner into a TV lounge, meditation/reflection/quiet space and bring in KDHR radio are currently in plan-check in order to ensure the facility space will meet code. Once the plan-checks are cleared, the Loker Student Union (LSU) can commence advertising the request for proposal (RFP) and send the project to bid. After the contract is awarded, construction is anticipated to begin the week of December 12, 2014 and ready for occupation by February 20, 2015 the latest, allowing for 8 – 10 weeks of construction. Facility Use Committee will be meeting soon in order to provide a recommendation of policies for the intended use of the space.

Student at Large, Janette Solano arrives at 10:16 AM

The LSU Student Assistant Employee (SAE) Program held its first In-Service Training on the 26th of September. The In-Service Training is a monthly training provided to SAE at the LSU. This year the LSU is focused on two themes/goals 1) providing SAEs with the top five (5) skills employers are seeking and 2) educating and training SAEs on ethical decision making.

The Association of College Unions International (ACUI) Region I is hosting their Regional Conference from Thursday, November 6, 2014 to Saturday, November 8, 2014. All Student at Large members and one ASI representative have confirmed their attendance. In addition six professional staff and six SAEs will be attending. ACUI at the international letter is currently accepting applications for awards and nominations for scholarships, if interested you may touch base with Giselle Atallah or visit the ACUI website.

The LSU staff is generating a RFP for refurbishing the pre-function area where the sofas need to be replaced. Due to high traffic and being at capacity with existing seating in the facility during most of the weekday, the LSU will expand the RFP to include all areas of the facility. Allowing vendors to suggest at budget cost, to determine how much furniture the LSU can bring into the facility to increase seating capacity. Carpeting for the Ballrooms, pre-function space as well as the corridors, installation is expected to take place in December.

An invoice was sent to the state side for the first installment of student fees for the year. The invoice is for one million dollars, a portion of the amount that will be brought into operation for the year. Lastly the BOD vest have arrived and will be distributed at the end of the meeting.

6. Audit Report

On Wednesday, September 24, 2014 the audit committee gathered where Mr. Rolland Vasin from VASIN, HEYN & COMPANY presented the LSU audit report for the 2013 -2014 fiscal year. The audit committee has voted and accepted the report. During the time-certain Mr. Vasin will join the BOD meeting, present, go over the financial statements and answer any question the Board may have.

7. Open Forum

No one from the gallery addressed the Board.

Ms. Rodriguez requested to be added to the Facility Use Advisory Committee; Mr. Fernandez requested to be added to the Finance Advisory Committee; and Mr. Baquiax requested to be added to the Personnel Advisory Committee.

8. Old Business

a. BOD Goals

Discussion was held regarding the BOD goals provided by Board members. There was a general consensus that the goals presented are admirable however concern was vocalized of the lack of strategies related to individual goals and if the goals can be completed at a regular Board meeting. It was recommend by Chair Sylvestre that the completion of a goal/s outcome statement and strategies be referred to an Ad Hoc Committee.

Mr. Fernandez moved to have an Ad Hoc Committee comprised of Board volunteers, LSU Staff volunteers and SAE volunteers. Mr. Baquiax seconded the motion. Dr. Daniels, Ms. Rodriguez, Ms. Chandler, Ms. Solano, Vice Chair Hardimon, and Chair Sylvestre are the BOD volunteers. Director Ortiz will inform the LSU professional staff and SAE of the opportunity to volunteer. The motion passed unanimously.

Motion passed. 7-0-0

9. New Business

a. Financial Audit Report

Mr. Rolland Vasin from VASIN, HEYN & COMPANY presented the audit report for the year end fiscal year (FY) of 2014 to the Board of Directors. He explained that as auditors they applied general accepted auditing standards to test for the consistent applications of generally accepted accounting principles to the financial statement and supplemental schedules included in the audit report. Based on the auditor's test, VASIN, HEYN & COMPANY believe the financial statements and the supplemental schedules are stated fairly in all material respects and on a consistent basis.

Mr. Vasin stated that "Management Discussion and Analysis" are required documents by the Governmental Accounting Standards Board (GASB) of United States stating that the LSU presents its financial statements in accordance to GASB 45.

In the Statement of Net Position, Mr. Vasin highlighted that total assets increased from \$2,010,675 (FY 2013) to \$2,232,248 (FY 2014); this is due to an increase in cash; short-term investments; and a significant increase in capital assets from \$100,335 (FY 2013) to \$219,677 (FY 2014) which is primarily from construction/improvements to the facility. Liabilities from year-end 2014 decreased slightly from \$432,145 (FY 2013) to \$403,414 (FY 2014). The most significant change in Liabilities was a decrease in accounts payable from \$108,593 (FY 2013) to \$49,875 (FY 2014) which translates to the LSU paying more bills at year end in comparison to the prior year. The overall net position of the LSU increased from \$1,578,530 (FY 2013) to \$1,828,834 (FY 2014). Statement of Net Position may be reference on page nine (9) in the audit report.

In regards to the Statement of Revenues, Expenses, and Changes in Net Position, Mr. Vasin noted that total operating revenues for FY 2014 are roughly equal to FY 2013. Student fees decreased less than \$50,000 from FY 2013 to FY 2014. Total operating expense decreased approximately \$100,000 from FY 2013 to FY 2014. At the year-end of 2014 the LSU had a surplus in net position of \$250,304 surplus in FY 2014 versus \$181,243 surplus in FY 2013; the increase in surplus is a primary driver for the increase in assets. Statement of Revenues, Expenses, and Changes in Net Position may be referenced on page ten (10) in the audit report.

In FY 2013 *net decrease* in cash was \$362,923 were as in FY 2014 *net increase* in cash roughly broke even at \$47,750; with an organization such as the LSU it is ideal to roughly break even. Statement of Cash Flows may be referenced on page eleven (11) in the audit report.

In comparison to other CSU auxiliaries Mr. Vasin identified that the LSU positive aspects are its healthy surplus and an increase in assets compared to the prior year.

Ms. Rodriguez moved to accept the audit committee report for 2013 – 2014 fiscal year. Mr. Baquias seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

10. Announcements

Vice Chair Hardimon reported that on the nights he is at the LSU in the evenings all the booths have been occupied and in use.

October 10th is the Athletics soccer game, this is a big event supported by the university president, ASI, Student life and Toro Productions. Food will be provide starting at 4:00 PM the women's game starts at 4:30 PM and the Men's game starts at 7:00 PM in the StubHub Center.

Omega Phi Chi is having a School Supply Drive, boxes can be found in Office of Student Life (OSL), information desk and ASI. All the donations will be given to a program called Student on Wheels it's a program that tutors homeless kids and kids in need.

ASI is having a cross-fit themed fitness class; the student organization with the most participants will receive a monetary donation to their foundation account. ASI is also hosting a Halloween haunt on October 30th at the dirt lot.

The Veteran's week will be November 10th to November 14th. We ask that you come and support, if you would like to donate CSUDH or department SWAG (promotional items) or if you would like to donate books for veteran students cannot afford it you may contact the veterans' office.

11. Adjournment

The meeting was adjourned at 11:17 AM by Chair Sylvestre.

Approval of minutes: Kristina Chandler or _____
Secretary, Kristina Chandler Chair, Jordan Sylvestre

Date of approval: November 14, 2014