

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc.
Board of Directors Meeting Minutes ♦ Friday, November 14, 2014

1. Call to Order and Attendance

The meeting was called to order at 10:15 AM by Chair, Jordan Sylvestre.

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

2. Approval of Agenda

Mr. Baquiaux moved to strike item 11) c. "LAIF Authorization Resolution" from the agenda; Mrs. Rodriguez seconded the motion. No further discussion was held. The motion passed unanimously.

Motion passed. 6-0-0

Mr. Baquiaux moved to approve the agenda; Vice Chair Hardimon seconded the motion. No further discussion was held. The motion passed unanimously.

Motion passed. 6-0-0

3. Approval of Minutes – October 3, 2014

Mr. Chester moved to approve the minutes for October 3, 2014 Board of Directors (BOD) meeting. Ms. Lewis seconded the motion. The motion passed unanimously.

Motion passed. 6-0-0

4. Chair's Report

Chair Sylvestre attended the Association of College Unions International (ACUI) Region I Conference from November 6, 2014 – November 8, 2014, where he presented a workshop on "Finding Yourself: In College, Outside the Classroom" alongside Jeremy Allred from CSU Monterey Bay. Chair Sylvestre is researching different university auxiliaries and is interested in how the University Student Union functions within the CSU system. Mr. Fenning, Chair Sylvestre and other individuals will be visiting different recreation centers in the CSU system on Saturday, November 15, 2014. The purpose of the recreation center visits is to observe their operation in order to gauge what position will suit the LSU as the CSUDH Recreation and Wellness Center project moves forward. Lastly, the LSU BOD will be tabling on Wednesday, November 19, 2014 from 12:30 PM – 2:30 PM.

5. Director's Report

Director Ortiz reported that LSU participated in the ACUI Region I Conference at the University of La Verne from November 6, 2014 to November 8, 2014. Traveling with a delegation of seventeen LSU representatives; with six LSU Student Assistant Employees (SAEs) and five Board of Director Representatives, the LSU took a total of eleven students. ACUI Region I awarded Jesica Rodriguez the Outstanding Student Award for her dedication and involvement on campus. The LSU was also honored with three Design Awards for marketing and promotional material/graphics; the awards will be promoted for the community to know about these achievements. Director Ortiz shared that her term as the Education Coordinator for ACUI Region I Conference has ended. The conference also marked the start of

Carole Desgroppes' – LSU Manager of Marketing, Programs and Assessment – term as Regional Director for ACUI Region I.

Secretary, Kristina Chandler arrived at 10:21 AM.

The permits to convert the South Lounge corner into a TV lounge, meditation/reflection/quiet space and bring in KDHR radio – also known as the DLR project – are still in plan-check. Once the permit for the DLR project is finally issued, contracting for construction can begin. The carpet project's RFP is currently getting ready to be sent for bid; with an anticipated completion during winter break. In continuing efforts to rebrand, the LSU launched a campus-wide contest "LSU Logo Competition". The competition gave CSUDH students the opportunity to submit logo designs in hopes that a student design is selected as LSU's new logo.

6. Finance Committee Report

The Finance Committee met on Thursday, October 30, 2014. The committee reviewed the 1st Quarterly Report and finalized their recommendation of the Petty Cash Policy.

7. Personnel Committee Report

The Personnel Committee met on Wednesday, October 29, 2014. The committee discussed and set goals for the year; 1) review the LSU Staff/Student Employee Handbook, 2) review Student Assistant Employee (SAE) Payroll Rates, and 3) research if the LSU is now considered a 50 or more employee organization. The committee held a discussion in regards to the LSU Staff/Student Handbook; this item will continue to be on the agenda for future Personnel Committee meetings. The next meeting will take place at the end of the month.

8. Facility Use Committee Report

The Facilities Use Advisory Committee met on Wednesday, November 5, 2014. The committee reviewed their responsibilities as committee members and their goals for 2014 – 2015 fiscal year. Associate Director Bryant spoke to the committee about the status of the DLR project which will tentatively start before winter break. In addition, a discussion was held on the name for the Mediation/Peace/Well-being/Reflection space, it was concluded that the space be named based on its intended use.

9. Open Forum

No one from the gallery addressed the Board.

10. Old Business

a. Student Recreation and Wellness Center

As the CSUDH campus begins to move forward with a possible Recreation and Wellness Center, different parties on campus have begun to come together and hold discussion on the subject. A committee has been formed through the office of Vice President of Administration and Finance as well as Enrollment Management and Student Affairs (EMSA); the different parties included but are not limited to the President's Office, ASI, Kinesiology Department, Athletics, Student Affairs and student life representatives. The Board discussed if the LSU would like to be an involved partner the process to explore if a recreation center is a right move for CSUDH. Clarification was made that at this time the Board has not decided if they want to be involved in the project itself but just the discussion if a recreation center makes sense for the campus. The Board's general consensus is that the LSU should be part of the discussion process in ensuring that a recreation center is a right move for the campus.

11. New Business

a. 1st Quarter Budget Report

Mr. Jaime Leal, Executive Secretary for the Finance Committee reported the 1st Quarter Budget Report. Mr. Leal highlighted that the LSU has collected the first installment of *Student Fees*, invoiced at one million dollars which is the LSU's primary revenue source. *University Rent* is at 0% year to date; moving forward University Rent will be issued one invoice. As recommend by the auditors, the AORMA insurance dividend will now be recorded as *Misc. Income* – compared to previous years where it was reported against prior year expense – thus adding \$6,337.00 to LSU Revenue. *Operating Expenditures* is at 17% which is low and not at optimum, this is due to the timing of invoices. *Utilities* and *Salaries – Reimbursed* are at 0% because the LSU has not been invoiced the amount. Mr. Leal highlighted that *Event Cost* is below optimum at 10% because the first quarter reflects part of the summer months when less events take place. *OPEB Expense* remains at 2% until year-end; an actuary study needs to be conducted to give us the new projection based on the current demographic of employment for post-employment benefits so that we are in compliance with GASB45. *Budgeted Capital Purchases* as of 9/30/2014 is at 0%; in the next quarter activity will increase.

Questions by Board Directors were addressed to Mr. Leal. A request for clarification on what *Salaries – Reimbursed* signified was posed. Mr. Leal explained that the LSU partially funds two University/State positions – Associate Vice President of EMSA/Dean of Students and MCC Coordinator. Discussion was held by the Board on why the LSU funds these positions. It was clarified that it was a decision made by Board predecessors. Concerns were shared that funding these positions does not directly correlate with LSU operations and reevaluation of this practice might need to be conducted by the Board. Further discussion was held on how the funds may be used if available and identified that they can be used for facility maintenance or projects (i.e. refurbishing outdoor space or inside lounges), and employment law changes which affect the LSU's student employment costs. It was shared with the Board that there was no language stating the LSU will permanently support funding of said positions.

Dr. Rice moved for the Finance Committee to 1) retrieve records of past minutes in regards to the reasoning and decision to fund the Associate Vice President of Student Affairs/EMSA and MCC Coordinator salaries, 2) research other auxiliaries to learn if they support State positions, 3) the impact to the University if the LSU no longer funds the positions, and lastly 4) make a recommendation to the Board. The motion was seconded by Mr. Baquix. The motion passed unanimously.

Motion Passed. 7-0-0

Vice Chair Hardimon stepped out at 10:51 AM.

b. Petty Cash Policy

The recommended Petty Cash Policy was presented to the Board by the Finance Committee.

Vice Chair Hardimon returned at 10:52 AM.

Discussion was held on the difference between the recommended changes of the proposed revised policy and the existing policy. Existing policy allow a maximum of \$50.00 to be used per expenditure, the new policy will increase the amount to \$100.00 per expenditure. The recommendation for change in policy is due to the fact that a \$50.00 limit per expenditure was low for present day costs and \$100.00 per expenditure is a sufficient amount of cash for the operation.

Mr. Baquiaux moved to accept the Petty Cash Policy. The motion was seconded by Mrs. Rodriguez. The motion passed unanimously.

Motion passed. 7-0-0

c. ACUI Student Report

Chair Jordan Sylvestre, Vice Chair Hershell Hardimon, Ms. Kristina Chandler, Ms. Janette Solano, and Mrs. Jessica Rodriguez attended the ACUI Region I Conference at the University of La Verne. They expressed that overall it was a great experience, allowing them an opportunity to learn the roles and responsibilities in other auxiliaries. Ms. Chandler commented that to be a leader self-awareness is key; by attending the conference Ms. Chandler felt that she received personal growth. There was a consensus that the ACUI Region I Conference did not offer opportunities to learn how to be a better Board member but focused on the roles Student Union play, as well as offered workshops focused on facility needs (construction, maintenance, etc.), community engagement and professional development. The question was posed to the student Board members; after networking with other campus, how is the LSU doing with their programs and services? Chair Sylvestre stated that he is proud of how the LSU takes into consideration every generation and population's needs [at CSUDH]. Mrs. Rodriguez suggested that the LSU implement a "Post-it Board" where concerns, question or comments can be posted by the CSUDH community and any Board member can post a reply, answer or follow-up.

d. BOD Tabling During Veteran's Week

BOD Tabling previously scheduled during Veteran's Week has been postponed to Wednesday, November 19, 2014 from 12:30 PM – 2:30 PM. Vice Chair Hardimon expressed his gratitude for Carole Desgroppes and Toro Productions for their support, as well as Mr. John Pharris and Ms. Ruby Torres who assisted in the setup and technical support for the Veteran's Week Karaoke Night.

12. Announcements

By attending two conferences through ASI; Mr. Baquiaux has discovered that CSU Stanislaus' Student Union and ASI possess a unique structure where they are not merged but the Executive Director oversees both organizations. The Executive Director of the Student Union and ASI has dubbed it "functionally merged". Mr. Baquiaux will conduct further research on CSU Stanislaus Student Union organizational structure and possibly visit the campus.

President Designee, Richard Chester left at 11:21 AM.

Carole Desgroppes invited the Board to join the LSU at a lunch on December 5, 2014 following the BOD meeting at 1910 Café & Lounge.

13. Adjournment

The meeting was adjourned at 11:30 AM by Chair Sylvestre.

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

Date of approval: December 5, 2014