

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, November 6, 2015

1. Call to Order and Attendance

The meeting was called to order at 10:06 AM by Chair, Erin Hardimon.

Present

Erin Hardimon
Kristina Chandler
Edwin Avelar
Janette Solano
Lily Yang
Dr. Stephen Rice
Richard Chester
Jordan Sylvestre
Cecilia Ortiz
Robert Fenning
Sam Mori
Patricia Ann Wells

Absent

Barbara Gomez
Tamala Lewis
Dr. William Franklin
Adriana Gamino

Staff

John Pharris
Jaime Leal
Arnecia Bryant
Giselle Atallah
Carole Desgropes

Guests

Katherine Rebeck

2. Approval of Agenda

Mr. Sylvestre moved to approve the agenda for November 6, 2015; Secretary Avelar seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

3. Approval of Minutes

Mr. Chester moved to approve the minutes for October 2, 2015 Board of Directors (BOD) meeting; Ms. Chandler seconded the motion. The motion passed unanimously.

Motion passed. 7-0-0

4. Chair's Report

Chair Hardimon updated the Board regarding topics covered during the Student at Large Social Entrepreneur Internship meetings. Some of the topics covered include elevator speeches, servant leadership, and one-on-one student surveys to determine the needs of students on campus. An impactful Ted Talk was reviewed regarding vulnerability, shame and how as a leader, it takes courage to be vulnerable.

Ms. Hardimon felt she spoke on behalf all Student at Large when she thanked the Board of Directors for the opportunity and the great experience.

5. Director's Report

Director Ortiz offered a note of highlight regarding the upcoming National Association of Campus Activities (NACA West) conference, which the Program Coordinator and two Activities Program Assistants would be attending. The two student assistants were chosen to work as stage crew during the conference, which the Director believes is a great privilege to learn and bring their technical knowledge back to the campus.

It was stated how creative the Activities team has been in regards to the new wellness programming. The two wellness events this semester, Bubble Soccer and the Drum Circle, seemed popular due to their turnouts. During Bubble Soccer on the North Lawn, the Director witnessed community building, such as teamwork and friendship, amongst the students involved, and noted that some of the students stated they preferred these types of events as a form of fitness rather than traditional methods. Students, staff, and administration all sat amongst each other and built a sense of community during the Drum Circle as well.

Director Ortiz announced that the new furniture for the Pre-function area has arrived. There is a mix of tables with chairs and lounge furniture with a combination of low and high levels of seating that is a popular destination for students. Due to the popularity, more furniture may be added to the areas that can support it.

In regards to the TV Lounge/KDHR/Meditation Space project, bids have come in, although they are higher than originally anticipated. The Associate Director of the Loker Student Union, Arnecia Bryant and the Facilities Planning Director, Sam Mori are reviewing bids in order to determine direction and resolution for the project.

The Director informed the Board that the CSU Compliance Audit fieldwork has wrapped up and the preliminary findings would be shared later on in the meeting. With the fieldwork finished, the CSU Compliance Audit is closer to completion.

6. Audit Committee Report

The Audit Committee met to review the Financial Audit. Assistant Director Leal reported that Rolland Vasin, from Vasin Heyn & Company, went to the Audit Committee meeting and presented the financial position for the year-end of 2014-2015. During the discussion, Mr. Vasin highlighted that the financial statements were presented fairly and in compliance with Generally Accepted Accounting Principles (GAAP). Mr. Vasin also highlighted the collaboration with Foundation and the introduction of GASB 68.

Director Ortiz informed the Board that Mr. Vasin was unable to attend the meeting; however, his attendance is confirmed for the December meeting to present the Audit findings directly to the Board.

7. Finance Committee Report

Janette Solano informed the Board that the Finance Committee met on November 3, 2015 to discuss the First Quarter Financial Report. Ms. Solano will present the findings later on in the meeting.

8. Facility Use Committee Report

The Facilities Use Committee met on October 27, 2015 where Estephanie Garcia, Women's Resource Center representative, was elected in to the committee unanimously. Mr. Mori was introduced and discussed his experiences and potential contributions to the Board of Directors.

The committee reviewed their goals for 2015-2016 and held a dialogue regarding wellness and the committee. The topics covered were how physical and mental wellness is the third most serious concern for most campuses and how the committee could improve on wellness by identifying programs and determining ways to expand them on campus. Mr. Avelar discussed how wellness benefits students and how other campuses are handling these issues on their respective campuses.

Mr. Avelar touched upon the Construction Project and the display wall that will have a window so students can see the progress throughout the project. The display wall will also show projected plans to show students what the final product would look like. Mr. Avelar shared an estimated timeline given to him by Ms. Bryant of eight weeks for the project.

Mr. Avelar closed by encouraging the Board to attend the next Facilities Use Committee meeting on November 24, 2015.

9. Personnel Committee Report

The Personnel Committee met on October 20, 2015 to review the LSU employee handbook. Once the employee handbook is revised and complete, it will be presented to the Board.

10. Open Forum

No one from the gallery addressed the Board.

11. Old Business

a. SRWC Update

Chair Hardimon noted that during the last SRWC meeting, it was discussed how students were generally unaware of the services that are provided to the campus and did not feel the need for improvement. The Committee felt that incentives could be used to educate students on what programs the campus already offers.

Discussions were held on whether the student body should be surveyed again during the spring semester. Mr. Sylvestre felt that if the students were surveyed again, it would produce the same results. Mr. Fenning extended an invitation for Athletics Director Jeff Falkner and Kinesiology Professor Michael Ernst to meet with the Committee to compile a list of non-union programs and services that the campus offers. Chair Hardimon agreed that more discussions would not hurt, and agreed with Mr. Sylvestre that there would be no change if the students were surveyed again in the spring without educating them on what the campus has to offer before.

Chair Hardimon suggested the use of incentives to get students to explore the facilities and services that the campus has. Incentives were discussed and \$5 Campus Dining gift cards were included but not limited to just that. Mr. Chester would be happy to assist with a project like that.

Director Ortiz offered her thanks to Mr. Fenning for extending the invitation to meet with Jeff and Michael. She appreciates the opportunity to collaborate with other entities on campus.

12. New Business

a. 1st Quarter Finance Report

Ms. Solano presented the First Quarter Report Summary to the Board. She explained that the following accounts: Student Fees, University Rent, Utilities and Services, and Salaries Reimbursed, were below the optimum range of 20%-30% because the invoices for each had not been received. The next set of accounts: Operating Expenditures, Repairs and Maintenance, Accounting/Audit/Attorney Fees, and Event Costs (Activities), were not in range because it is only the beginning of the semester but will increase as time goes on. Facility Rental is above range because of recoverable expenses left in the total. Mr. Leal explained that the OPEB account is out of range because the contribution to VEBA had not been made as well as the portion of liability recognized at the end of the year. The only item recognized in the OPEB account is the annual fee. Campus Wide Programs reflect only the events during Welcome Week, which explains why it is under optimum range. Finally, Budgeted Capital Purchases is reflective of the new chairs being purchased for the Ballroom. Director Ortiz explained that the R.F.P. is still being prepared but the account is being used solely for the purchase of Ballroom equipment.

Chair Hardimon inquired about the Salaries Reimbursement account. Director Ortiz explained that \$4,000 of the account went towards the collaboration of the LSU and ASI in providing a student assistant position

in the Clubs and Organizations Resource Room space during downturned economy. The rest of the amount went to the support of the MCC Coordinator staff position.

Mr. Avelar asked why the University Rent account has increased over the past few years. Director Ortiz explained that an agreement was made with the LSU and the University so that departments can use the meeting rooms and Ballroom space. It was negotiated for the Union to recover costs and loss of potential revenue based on use and other factors at the time. The agreement is currently in review again as costs rise to ensure the University and the LSU are under a fair agreement.

Ms. Yang questioned about how many student assistant employees were included in the Student Salaries account, and whether Campus Dining student positions were included. It was explained that the Student Salaries account was only for LSU student assistant employees, about forty at that time.

Ms. Chandler asked for clarification about the Facility Rental account and why it is such a high percentage. Mr. Leal explained that it is so high because when Facility Rent is collected it may include expenses for extended building hours during events. These costs can be recovered when the total amount is deposited. The amount shows the revenue portion as well as recoverable expenses. It is being looked into developing a mechanism that separates the amounts, which would only show the revenue portions during the quarterly review process.

Director Ortiz wanted to remind the Board that when viewing the budget summary that it is shown as a balanced budget. As time goes on and other projects are completed, it was agreed upon to use Retained Earnings from furnishing projects that were not completed at the end of last fiscal year. This will be reflected and appear as if the budget is running at a deficit, however, the money was set aside because the money was not spent.

b. Compliance Audit Findings

Director Ortiz informed the Board that at the end of the fieldwork is our preliminary findings. The final report on the findings had not yet been received. She reported that there were findings with the Union's Hospitality Procedure that was recently adopted. For all findings, they will be wrapped up before the deadline, however the final report is being reviewed by the Audit committee where plans will be addressed to make sure the Union is in compliance. Six of the preliminary findings included reconciliation of Petty Cash, threshold for bidding on service related projects, and risk assessment review. There were no findings in any area of significant concern, just in areas of procedures that needed to be tightened up.

c. Risk Assessment Review

Director Ortiz explained that one of the notes received was how they wanted to view a record of how the Union reviews potential risks. Risks are classified as physical safety, financial risk, human resources and legal. Risk Assessment Review has become an agenda item and will be an ongoing practice with the Board for a minimum of once a year. This is an opportunity for the Board to identify any questions. Director Ortiz explained there are many ways the LSU staff practice risk management. In regards to events, there is insurance in place for the typical nature of programming and events that are sponsored and hosted within the LSU, however if they are outside of the norm, there is an additional layer of review in consideration for those proposed events. Director Ortiz addresses the Board for discussion on this subject.

Mr. Fenning inquired during the audit, if it was shown what the past assessment consisted of and if items were identified and addressed by the Board. Director Ortiz explained that there were no areas of concern, and it was only asked to provide records. In the instances of safety meetings and trainings, there are

records of attendees. They were satisfied with the practices with staff, but wanted to see communication at the Board level, of which there is no record of specific risk assessment conversation. Mr. Fenning suggested that during the Board meetings specific areas of risk were discussed with a brief discussion about how the staff and operations attempt to address these issues. The Board would have an opportunity to be engaged and offer suggestions. Director Ortiz thanked Mr. Fenning and felt he had a good suggestion.

Chair Hardimon asked if risk assessment involved how the organization dealt with a risk should it occur. Director Ortiz explained that it was part of risk assessment along with the preventative measures involved. Risk assessment involves what might be a potential risk, how can it be prevented, what would the plan of action would be. Chair Hardimon also asked about the procedures and availability of backup generators in the event of a power outage due to the recent outages on campus. Ms. Bryant explained that the campus as a whole has generators that are provided through Facilities Services. While the LSU does not have its own generator system, emergency lighting systems are in place. Should the building's power go out, the emergency lighting system should last for up to three hours. It has been discussed that the LSU acquire generators over time, however currently there was no need for them to justify the purchase. The only problem if students do stay inside the Union during a power outage would be that Campus Dining would not be able to use their cash registers, which would result in them being closed during that time.

d. Student Needs

Chair Hardimon explained that the goal for the Students at Large is to find issues on campus the can be worked on in the next semester. When the Student at Large met, it was agreed upon to communicate with different entities and organizations on campus to see what issues have already been addressed. Chair Hardimon opened discussion on whether Student Affairs, ASI, or Campus Dining were working on specific issues or planned to work on anything in the future.

Mr. Sylvestre asked if the project relates to issues within the Union or the student needs of the campus in general. Chair Hardimon explained that the Student at Large project was opened up for the campus, not just the Union specifically.

Dr. Rice inquired if the topics have been decided upon yet, as he feels that there is a lot being done for the students already. Director Ortiz explained that the interns have not decided but if the issue is broader than the LSU specifically it will still be related to the mission of the Loker Student Union. Some of the themes identified were services, attitudes in regards to student leaders influencing change, food service offerings, building operating hours, wellness, and programming. Chair Hardimon suggested that once a theme has been decided on, it would brought back to the Board for discussion.

Mr. Chester announced to the Board that Campus Dining was in the process of instituting certain plans. Marketing as a whole is being looked into and phase one of the process is under way. Phase one is to survey the students and evaluate what is currently being done, what would like to be done, and what needs to be done in the future. Once phase one is completed, the results can be reviewed to determine if further change is required on campus. Ms. Yang inquired how Campus Dining acquired access to all of the students to survey them. Mr. Chester replied that the surveys were done on a one-on-one basis where he stood outside of the Union and did handheld surveys. So far, there were approximately 160 participants during this phase. In the next phase, there will be room for higher cooperation and could potentially involve Housing. Ms. Yang asked if it was possible to review the results of the survey, however, Mr. Chester informed her that the surveys were not yet complete.

Mr. Sylvestre noted that ASI is constantly working on influencing the campus on how students should be involved in the community. Moving forward it could be something that should be collaborated on. ASI is working on classroom presentations and other methods to let students know what is offered on campus. Chair Hardimon agreed that there might be room to collaborate with ASI and other entities once a theme has been decided on.

e. ACUI Region I Conference

Chair Hardimon informed the Board that the ACUI Conference took place in Las Vegas from October 15th to the 17th. From the LSU, herself, Janette, Lily, Adriana, Jordan, and three student assistant employees attended. The professional staff includes Jaime Leal, Giselle Atallah, Parker Chalmers, Cecilia Ortiz, and Carole Desgroppes as the Regional Director. Chair Hardimon described her experience and felt it was a great opportunity to see how other campuses faced certain challenges and how they operated. She noted that it was interesting to see how different the UNLV Union is compared to the LSU, despite being constructed around the same time. In comparison, she felt the LSU did a better job of upkeep and maintenance and has a more welcoming feel to the building.

Ms. Solano informed the Board about UNLV's bookstore that was placed outside of the Union, and how large it was in comparison to our own. She also mentioned that there was a copy center inside the building and felt the Board could discuss this as an option within the LSU at a later time.

Ms. Yang announced that it was her first ACUI Conference and mentioned that the Union was a large and over-built space. However, their dining area was large and enjoyable, despite the less than welcoming feeling. Ms. Yang mentioned the keynote speaker was very influential and a great motivator. She also enjoyed the impact that students had at other college unions.

Mr. Sylvestre announced that it was his third ACUI Conference and still felt that it was a great experience and enjoyed the diversity track in the workshops. He attended Mrs. Hardimon's session regarding social media, and presented his own session about challenges that students may face in professional roles. He mentioned that the UNLV Union was a large and commercialized space but enjoyed the offerings available.

Chair Hardimon addressed a member of the gallery, Ms. Rebuck, to present her experience as one of the student assistants that attended the ACUI Conference. Ms. Rebuck informed the Board that she mainly focused on leadership and professional development sessions and how the information could be brought back to the LSU. She mentioned a specific session regarding mentorship between student employees and staff and felt it was an opportunity that was not taken advantage of by student assistants. Ms. Rebuck hopes to use the experiences and knowledge gained to not only be a better Receptionist, but transition into a better professional.

Chair Hardimon noted that she enjoyed the variety of attendees between ASI, Board of Directors, and student employees and the ability to connect with the staff as well. She also informed the Board that they would be attending the next student employee In-Service training on November 20th to integrate with the students employees more.

13. Announcements

Mr. Chester announced that Wells Fargo has officially opened as of November 2nd. Part of the agreement involves the addition of a second full service ATM outside of Welch Hall, which is believed to be opened in December or January. Because it will be outside of the building, there will be full 24/7 access. Mr.

Chester encouraged the Board to visit the Wells Fargo to see the services being offered, such as full service ATM machines and on-campus personnel to assist with loans and bank accounts. Eventually there will also be a function to cover student finance education and other processes to assist in managing finances.

Mr. Sylvestre announced that next week, ASI will be hosting the California State Student Association for the first time since 2011. In conjunction with ASI's 25th Anniversary, he extended the invitation to all LSU students to attend the meeting on Saturday and Sunday from 8:00am to 5:00pm. Legislation and policies that relate to all CSU students will be covered as well as state officials to represent the city of Carson. Chair Hardimon asked if registration was required for the event and Mr. Sylvestre explained that there was no registration needed.

14. Adjournment

The meeting was adjourned at 11:07 AM by Chair Hardimon.

Approval of minutes: *Edwin Avelar* or _____
Secretary, Edwin Avelar Chair, Erin Hardimon

Date of approval: 12/4/15

