

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, May 1, 2015**

**1. Call to Order and Attendance**

The meeting was called to order at 10:06 AM by Chair, Jordan Sylvestre.

**Present**

Jordan Sylvestre  
Hershell Hardimon  
Kristina Chandler  
Janette Solano  
Jessica Rodriguez  
Oliver Baquix  
Tamala Lewis  
Jonathan Scheffler  
Cecilia Ortiz

**Absent**

Stephen Rice  
William Franklin  
Christopher Fernandez  
Richard Chester  
Patricia Ann Wells  
Sonja Daniels  
Barbara Gomez  
Robert Fenning

**Staff**

John Pharris  
Jaime Leal  
Arnecia Bryant  
Giselle Atallah

**Guests**

Edwin Avelar  
Paulina Cortez  
Jenny Castaneda

**2. Approval of Agenda**

Jesica Rodriguez moved to approve the agenda for May 1, 2015; Secretary Chandler seconded the motion. The motion passed unanimously.

***Motion passed. 6-0-0***

**3. Approval of Minutes**

Vice Chair Hardimon moved to approve the minutes for April 10, 2015 Board of Directors (BOD) meeting; Ms. Solano seconded the motion. The motion passed unanimously.

***Motion passed. 6-0-0***

**4. Chair's Report**

Chair Sylvestre reported that the SRWC Committee finalized and distributed the student survey. The student survey is open for seven (7) days between April 30, 2015-May 10, 2015; within the first 24-hours 391 surveys were completed. Chair Sylvestre strongly encourages the Board to forward this message to students in order to increase student feedback and data analysis. Chair Sylvestre also attended the BOD Personnel Committee meeting in April.

**5. Director's Report**

No report was given.

**6. Finance Committee Report**

The Finance committee met on April 23, 2015. The committee discussed the 3<sup>rd</sup> Quarter Budget Review.

**7. Personnel Committee Report**

The Personnel Committee met on April 28, 2015. The committee coordinated interviews for the BOD Student-at-Large positions and reviewed the timeline for the LSU Director annual evaluation. Board members will receive the Director evaluations and an attached timeline; evaluations are to be completed and submitted to Dr. Sonja Daniels, Associated VP for Student Affairs/Dean of Students, EMSA by May 15, 2015. The next personnel committee meeting will be on Wednesday, May 20, 2015.

**8. Open Forum**

No one from the gallery addressed the Board.

**9. Old Business**

No Old Business was discussed.

LSU Director, Cecilia Ortiz arrived at 10:18 AM.

## 10. New Business

### a. **Student Assistant Employee Program – Personnel/Finance Committee**

Ms. Janette Solano, Personnel Committee Chair and Ms. Jesica Rodriguez, Finance Committee Chair presented the Personnel and Finance Committee's recommendation to 1) move Student Assistant Employee (SAE) Program from annual term to indefinite hire as long as students are eligible to work at the LSU, 2) annual wage increase based on performance (i.e. students who meet expectations), 3) give the LSU Director the authority to adjust annual increase within range based on their merit performance (i.e. students who exceed expectations), and 4) adopt SAE Wage Schedule effective July 1, 2015.

The SAE Wage Schedule outlines three (3) levels, classification of work for each level, and six (6) wage "steps" increases per level. Clarification was provided that all student employees will receive a minimum \$1.50 wage increase. However all employees will start at step 1 regardless of tenure. If a student employee were to transfer positions from one level to the next they will start at step 1 again. Due to recommendation 3, students will not have to wait six (6) years to reach a step 6 wage. This recommendation will provide a wage and merit experience similar to those in a professional role. This form of Student Assistant Employee Program will also attract a higher pool of applicants, keep the organization competitive with other part-time job positions, and enable higher retention of student employees minimizing turnover.

Ms. Solano moved to adopt 1) move Student Assistant Employee (SAE) Program from annual term to indefinite hire as long as students are eligible to work at the LSU, 2) annual wage increase based on performance (i.e. students who meet expectations), 3) give the LSU Director the authority to adjust annual increase within range based on their merit performance (i.e. students who exceed expectations), and 4) adopt SAE Wage Schedule effective July 1, 2015; Ms. Rodriguez seconded the motion. The motion passed unanimously.

***Motion passed. 6-0-0***

### b. **3<sup>rd</sup> Quarter Budget Review – Finance Committee**

Ms. Jesica Rodriguez, Finance Committee Chair reported the 3<sup>rd</sup> Quarter Budget Review which reflects the revenue and expenses rendered during the months of January, February and March 2015. Within the Revenue section of the 3<sup>rd</sup> Quarter Financial Report Ms. Rodriguez highlighted that Vending/Tix Sales/Vendors is at 98% year-to-date, this is due to increase in expected vendor sales. Ms. Rodriguez further explained that year-to-date percentage should be at 75% or range between 70%-80% to be considered at optimum level. Misc. Income does not have a year-to-date percentage; this is due to the fact that the LSU does not budget for Misc. Income because it cannot be properly forecast/projected. Ms. Rodriguez further explained that Misc. Income comprises revenue that the LSU receives such as Toyota co-sponsorship at LSU events. The LSU has received 100% of Students Fees which increase Total Income to \$2,386,627 95% year-to-date.

Total Expenses are at 58% year-to-date, this is primarily due to invoices not issued for services rendered to the LSU such as Utilities and Services at 52% year-to-date. Event Cost (Activities) is at 61% not at optimum, majority of expected expenditures will be rendered during the months of April and May 2015. Acctg./Audit/Attny Fees remains at 39% and 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.

Discussion was held on why Salaries-Students were at 48%, Salaries-Reimbursed were at 0%, and Campus Wide Programs were at 58%? Salaries-Students are below optimum because of current LSU SAE payment structure (i.e. timing of payments), LSU pays its student employees a month after employees have incurred work hours. LSU is awaiting invoices prior to issuing a reimbursement for the MCC Coordinator and AVP of Student Affairs/Dean of Students positions. Because the 3<sup>rd</sup> quarter report reflects programing held in January, February and March, expenditures for events such as Unity Fest and Student Leader Awards held in April have not been posted. Questions was raised by Vice Chair Hardimon as to the reasons why Depreciation has increased in FY 2012/2013 and FY 2013/2014 whereas FY 2009/2010 to FY 2011/2012 saw a decrease in Deprecation. Director Ortiz explained this is due to purchases of furnishing, equipment, and fixtures.

**11. Announcements**

No announcements were made by the Board. Chair Sylvestre gave the floor to Paulina Cortez and Jenny Castaneda, CSUDH Business Students. Ms. Cortez and Ms. Castaneda where tasked, by their professor, to observe a problem facing CSUDH students today and create/propose a possible solution. After surveying students and observing Bookstore operations Ms. Cortez and Ms. Castaneda concluded that there is a need on this campus to provide a school supply vending machine (selling items such as scantrons, pencils, etc.) for students who do not have time to wait in extended bookstore lines or for night or weekend students who cannot get supplies from the Bookstore or ASI due to limited operating hours. They surveyed students and conducted observations which concluded that due to understaffing in the Bookstore causing delays in lines, students would benefit from having the option to purchase their supplies from a vending machine in order to reduce their chances of tardiness. Ms. Cortez and Ms. Castaneda have spoken to a Vendor, Jim from Vend-Education in New Hampshire, they were informed that purchasing of a vending machine, leasing or fundraising are options in order to provide this service at CSUDH. They believe a vending machine is a feasible option and that funds received will go back to CSUDH. After pitching their idea to the Bookstore at no avail, they decided to bring their findings and concerns to the LSU Board of Directors in order to provide this service to students who are in need.

**12. Adjournment**

The meeting was adjourned at 10:43 AM by Chair Sylvestre.

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

Date of approval: 6/5/2015

