

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, May 6, 2016

1. Call to Order and Attendance

The meeting was called to order at 10:12 AM by Chair, Erin Hardimon.

Present

Erin Hardimon
Kristina Chandler
Edwin Avelar
Janette Solano
Lily Yang
Dr. Stephen Rice
Richard Chester
Cecilia Ortiz
Dr. David Braverman
Tiffany Bolling

Absent

Adriana Gamino
Jordan Sylvestre
Robert Fenning
Dr. William Franklin
Tamala Lewis

Staff

Jaime Leal
Arnecia Bryant
Giselle Atallah
Carole Dowell

Guests

Dinh Ly

2. Approval of Agenda

Secretary Avelar moved to approve the agenda for May 6, 2016; Ms. Chandler seconded the motion. The motion passed unanimously.

Motion passed. 6-0-0

3. Approval of Minutes

Mr. Chester moved to approve the minutes for April 8, 2016 Board of Directors (BOD) meeting; Ms. Solano seconded the motion. The motion passed unanimously.

Motion passed. 6-0-0

4. Chair's Report

Chair Hardimon reported the BOD has been completed, the theme was regarding awareness. The cohort specifically targeted Torolink as their project, tabling and encouraging students to apply and become connected through Torolink.

5. Director's Report

Director Ortiz reported the LSU conducted a survey distributed to freshmen, sophomores, and juniors inquiring their interest and needs related to programming on-campus. The survey garnered over 10% in response rate which is strong. Director Ortiz informed the Board of LSU co-sponsorships and collaboration efforts. In the month of April, the Multicultural Center (MCC) and the United Greek Council borrowed the LSU popcorn machine. The LSU was a co-sponsor for the Pride Club, lending out the popcorn machine, button maker, and décor.

Furniture for the TV Lounge has been ordered. The LSU is currently negotiating contract with the university regarding executive order 1000. Director Ortiz is working with the VPs: Dr. Franklin, Dr. Braverman, and Mr. Fenning. Director Ortiz informed the Board that she is currently developing the LSU budget for next fiscal year, the proposed budget will be presented at the June Board meeting.

The two LSU professional staff vacancies have been filled; Geovany Paiz transferred from an interim position to Facility Maintenance Assistant and Israel Sandoval has been appointed the Services Manager position. Director Ortiz will attend the NACAS conference in Boulder, Denver from June 12, 2016-June 15, 2016, as she was invited to serve on the Women in Leadership panel. The LSU will be ordering a banner to encourage and welcome the public to attend the Board of Director meetings. Lastly, Director Ortiz reminded the Board to submit their Director evaluations to Dr. Braverman.

6. Finance Committee Report

The Finance Committee met on April 26, 2016. The committee discussed the purchasing policy, tax return for 2014, and the 3rd quarter financial review.

7. Personnel Committee Report

The Personnel Committee met on April 20, 2016. The committee conducted a final review on the LSU Handbook, conducted interview for the student at large appointments and will be providing a recommendation at the June Board meeting.

8. Open Forum

No one from the Gallery addressed the Board.

9. Ice Breaker Question

Chair Hardimon lead a team builder exercise to gain more insight on each Board member. The Board shared their favorite TV show of all time.

Interim Associate VP, Student Life/Dean of Students, Dr. David Braverman arrives at 10:27 AM.

10. Old Business

a. Fixed Asset Policy & Leasehold Improvement Policy – Finance Committee

Ms. Solano and Jaime Leal, Assistant Director presented the recommended Fixed Asset & Leasehold Improvement Policy with track changes for the Board review. It was clarified that based on Board concern at the April Board meeting, the recommended new policy will be presented alongside current policy.

Ms. Solano moved to discontinue 1) Fixed Asset Disposition Policy and 2) Depreciation Policy and adopt the Fixed Asset & Leasehold Improvement Policy. The motion was seconded by Secretary Avelar.

Janette Solano, Chair of the Finance Committee presented a recommend policy to discontinue two existing policies and adopt a Fixed Assets & Leasehold Improvement Policy. Mr. Leal informed on the changes between the two policies; the two proposed discontinued policies will be combined into one policy, and a policy on leasehold improvement will be added.

The motion passed unanimously.

Motion passed. 6-0-0

11. New Business

a. Purchasing Policy – Finance Committee

Ms. Solano moved to adopt the changes to the existing Purchasing Policy with the new edits printed. The motion was seconded by Mr. Chester.

Ms. Solano shared that only two changes will be made to the policy; the change requested by the CSU Auxiliary Auditors. The changes encompass specifying which items are subject to competitive bids (equipment purchase, service contracts or leasehold improvement) and increasing the threshold in which competitive bids are required from \$1,000 to \$5,000.

The motion passed unanimously.

Motion passed. 6-0-0

b. Tax Return 2014 – Finance Committee

Mr. Leal presented the prepared 2014 tax return for the LSU. The 2014 tax return highlights current and prior year revenue and expenses for the LSU. The return clarifies the mission, programs and services the LSU provides to demonstrate that the organization is upholding its non-profit status. Within the document Ms. Solano highlighted the disclosure of director compensation, as well as noted the inclusion of LSU financial statements as prepared by auditors. Schedule A in the 2014 tax return explains where the majority of revenue comes from; the LSU has a public support source which are student fees. The tax return showcases the transactions that occur between related parties which are Associated Students (ASI), Foundation, and the University. For 2014, the LSU reported a loss in unrelated business income. Meaning the revenue generated from facility-use by external clients is not greater than operation cost to support them. This loss is a positive highlight for the organization as it could carryover to future tax years.

Ms. Solano moved to approved and file the 2014 tax return. The motion was seconded by Dr. Rice.

The motion passed unanimously.

Motion passed. 6-0-0

c. Employee Handbook – Personnel Committee

Vice Chair Chandler shared that the LSU currently has two employee handbooks, one for student assistant employees and another for all other staff. As vacancies are filled the organization will become a FMLA employer thus the personnel committee reviewed and revised the employee handbook. It is recommended that the LSU discontinue two handbooks and have one consolidated handbook for all LSU employees.

Vice Chair Chandler moved to discontinue the Student Employee Handbook and adopt the revised Employee Handbook which will apply to all LSU employees. The motion was seconded by Secretary Avelar.

Director Ortiz clarified that any company in the United States becomes a FMLA (Family Medical Leave Act) Employer when they employ 50 or more persons. Meaning, that both California state leave policy and federal leave policy apply to the organization. This change has been acknowledged in the language of the proposed employee handbook. The combined handbook is an up-to-date depiction of CSU executive order/s, federal and state law. The LSU contracts a personnel management plan with employment attorneys who vetted the employee handbook but will also notify the LSU of updates in law or language; so that the organization is in compliance with employment law.

Significate changes include language related to background checks for sensitive part-time positions (individuals who have access to building keys, chemicals, IT network systems), eliminating the anti-bullying section and including said section with violence in the workplace. Towards the end of the handbook there is a supplement pertaining to student assistant employees, addressing specific language and/or guidelines for student assistants. All language in the employee handbook is current with CSU executive order/s, federal and state law vetted through LSU employment attorneys.

The motion passed unanimously.

Motion passed. 6-0-0

d. CSU Auxiliary Compliance Audit Findings

Director Ortiz shared the officially filed CSU Auxiliary Audit Findings. Related to the LSU, the auditors stated “the fiscal, operational, and administrative controls at the LSU [...] were sufficient to meet the objectives of the audit.” This is a great note for the LSU. The first finding relates to conflict of interest; the observation is that the LSU did not obtain annual conflict of interest statements from all board members. As of this meeting the LSU has completed the audit finding related to competitive bidding; where auditors recommended changes to the purchasing policy. The LSU has put measures in place to reconcile cash receipts every evening as it was found that cash-receipting controls were not adequately implemented. Findings surrounding petty chase and change funds are currently being addressed by the LSU. Lastly, auditors recommended that a hospitality policy be developed and implemented as required by CSU policy; this item has been addressed and completed by board approval on October 2, 2015.

Overall, the LSU has very few findings, none of which are of grave concern. All findings and recommended implementations are items to make the LSU more transparent. In conclusion, the LSU is ahead of a six-month window to address and complete all findings.

e. 3rd Quarter Financial Report – Finance Committee

Ms. Solano presented the 3rd quarter financial report, with optimum range at around 75%. The LSU has received 100% of all student fees as well has reached 102% in vending/tix sales/vendors. This increase in revenue is due to increase in projected game room usage. University rent is at 0% due to pending invoices. Operating expenditures, utilities and services, and salaries-reimbursed are below optimum due to pending invoices. Repairs and maintenance is currently at 46% however this is anticipated to increase due to pending project as year-end. The LSU is experiencing savings in salaries-students due to students utilizing sick hours when truly needed, also turnover has slowed down. At this stage Director Ortiz conducts an analysis of projects that need funding, if no projects are identified, monies go to retain earnings to reflect organizational solvency.

f. BOD Internship Experience

The Board of Directors Student at Large members shared their experience participating in the BOD internship program. Ms. Solano expressed her how the internship was different from other, she was able to grow and learn to be able to communicate even when the group faces ups and downs. A big challenge was time, Ms. Solano wished that the LSU was always open in order to meet and get task done.

Vice Chair Chandler stated that the BOD internship was interesting, at the beginning she learned different skills that were beneficial such as how to speak, communicate with professionals and feel empowered. Vice Chair Chandler learned more about her fellow BOD members through this internship opportunity and for that she expressed gratitude.

Secretary Avelar thought that the first couple of months when the internship focused on self-development was very impactful. He was able to learn how to be his own leadership, how to express himself, communicate and prioritize. The biggest challenge was prioritizing time.

Chair Hardimon shared and agreed that prioritizing your time was the biggest challenge the internship faced. At the beginning it was challenging to grow as a person. The internship gave her an opportunity to meet every week and get to know everyone not only her peers but staff and student employees.

Chair Hardimon believes the internship program to be beneficial to their lives, and she expressed her thanks to the Board for extending the opportunity to all student at large members. It was an experience she will always remember.

12. Announcements

The LSU will be holding the End of Year Celebration on May 6, 2016 from 12:00 PM – 2:00 PM. Director Ortiz encouraged all Board members present to attend.

13. Adjournment

The meeting was adjourned at 11:18 AM by Chair Hardimon.

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

Date of approval: 6/3/2016