

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, June 2, 2017

I. Call to Order and Attendance

The meeting was called to order at 10:10 a.m. by Chairperson, Edwin Avelar.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Edwin Avelar	Maria Gadduang	Jaime Leal	Amanda Pablos
Marquel Reid	Tamala Lewis	Giselle Atallah	Karina Cruz
Dinh Ly	Dr. Paz Olivarez	Melissa Bancroft	
Grace Iheke	Mace F. Mikaele		
Erick Garcia			
Dr. Stephen Rice			
Daniel Cutrone			
Richard Chester			
Jordan Sylvestre			
Homaira Masoud			
Roshni Thomas			
Cecilia Ortiz			

II. Approval of Agenda

Mr. Sylvestre moved to approve the agenda for June 2, 2017 Board of Directors (BOD) meeting; Vice Chairperson Reid seconded the motion.

The motion passed unanimously.

Motion passed unanimously. 8-0-0

III. Approval of Minutes

Mr. Sylvestre moved to approve the minutes for April 7, 2017 BOD meeting as amended; Secretary Ly seconded the motion.

The motion passed unanimously.

Motion passed unanimously. 8-0-0

Chief Fiscal Officer (Designee) Homaira Masoud arrived at 10:12 a.m.

IV. Chairperson's Report

Chairperson Avelar announced that it was his last meeting, he expressed how thankful he was to serve as Chairperson, and how grateful he was to work with his colleagues.

V. Director's Report

Interviews for the Assistant Director Facility Operations position have concluded. Director Ortiz is in the process of negotiating an offer to fill the position and is excited to have the candidate begin. With one vacancy wrapping up, the LSU will be shifting focus to the Program Coordinator vacancy. Phone interviews of potential candidates will occur on June 5-June 6, 2017.

The LSU/ ASI review will conclude on June 9, 2017. The LSU expects a note in relation to the Dining Services and Foundations sublease agreement; specifically that the LSU does not collect rent from Dining Services. The LSU was flagged for another audit that will start mid-June; this is in accordance to the LSU's Business Continuity Plan. The LSU has initiated the year-end closing process as well as the annual financial audit process.

Director Ortiz distributed the LSU activities report that includes data of the type, times, attendance, and cost of program by the LSU. Director Ortiz welcomed the new Associate Vice President/Dean of Students Dr. Marcelo Vazquez. Lastly, Director Ortiz congratulated the graduating class of 2017.

VI. Facility Use Committee Report

The committee met on May 14, 2017. The Secretary Ly reported the findings of two surveys by Facility Use Committee. During the spring semester, the LSU opened at 6:30 AM instead of 7:00 AM, with approximately ten persons utilized the LSU facilities each day. The LSU will keep opening hours for the LSU at 6:30 AM and continue to observe use. Prompted by Board interest to locate sleeping pods in the Meditation Room, a survey showed that on nine random days about 30 people would utilize the Meditation Room. With the information gathered from the survey and what was invested into the Meditation Room, the Facility Use Committee recommends to keep the Meditation Room separate.

VII. Personnel Committee Report

The committee met on May 17, 2017 and May 26, 2017. The Personnel Committee went over Director's Evaluations tallying up scores and noting comments verbatim. The committee also settled on professional staff salaries in the 16th percentile along with a high-grade system. The Personnel Committee accomplished two goals by year's end, to add one more student to the committee and revise the Director's Evaluation form and process.

VIII. Finance Committee Report 10:30

The Finance Committee met on May 25, 2017. The primary item of the meeting was to discuss the MCC Coordinator invoice. The committee discussed the fiscal budget for the new academic year, compensation reviews, and in-kind service reports for OSL and ASI.

IX. Public Comment

Amanda Pablos stated the importance of maintaining a space where commuter students can gather as Dominguez Hills is a commuter school. She informed the Board that people avoid sitting on the outdoor metal chairs because the chairs get hot in the summer.

X. Old Business

a. Tax 990

The Loker Student Union is a tax-exempt organization 501(c)(3), but is still required to file an information return with the IRS and franchise tax board with the state of California under Tax 990. Once filed the information becomes public document and will be available on the website. The information return will show data from the 15-16 fiscal year, yet will report in the 2015 calendar year. Information disclosed pertains to services, activities, compensation schedules for board of directors, and financial statements.

A quick review of the statements of revenues shows that 99 percent of revenues come from student fees and this point in time the LSU has \$538,000 in fixed assets. If there is going to be an unrelated business tax, the 990T records any unrelated revenue for the LSU to be tax because the LSU is now competing with for profit organizations. Expenses related to unrelated business revenue is reported as a loss and will carry over to next year.

Ms. Theke moved to accept the Tax 990; Vice Chairperson Reid seconded the motion.

The motion passed unanimously.

Motion passed unanimously. 8-0-0

b. Long-Term Financial Plan

Assistant Director Jaime Leal and Vice Chairperson Reid explained the purpose of the long-term financial plan, which is to ensure that the LSU can sustain the quality of service for future generations. The financial plan allows the LSU to make guided decision based on a projection of future financial position.

Mr. Leal distributed the proposed LSU long-term financial plan. The projections in the long-term financial plan are held within a closed bracket to minimize risk. Mr. Leal informed the Board that the amount of monies expected when planning ahead are conservative, reducing the chances of being over budget when the LSU gets to that point in time. The projections were calculated by looking at past financial documents and economic trends. By looking at the progression over the years, while taking into account how revenue and expenses might be affected by factors outside of the LSU, an accurate percentage of change can be made when predicting the LSU's future financial position.

The LSU Long-Term Financial Plan is a working document, thus the plan will adjust after a certain time to accurately reflect what is happening in reality.

Mr. Sylvestre moved to approve the Long-Term Financial Plan as amended; Secretary Ly seconded the motion.

The motion passed unanimously.

Motion passed unanimously. 8-0-0

c. MCC Coordinator Invoice

Director Ortiz confirmed that the \$57,000 invoice was to reimburse Dr. Lisa Sueki. The LSU attributed the invoice to transitions in the division from the AVP position to the VP position. As information leaves with those who leave the institution, it was found reasonable that the University may not have known the LSU BOD's intention to support only a coordinator and not a MPP position. The language in the sublease agreement was reviewed and was found to be different from the language that was used at the board meetings. Referring back to the agreement there was no distinction about the MPP position.

In good faith, the finance committee decided to pay the invoice this year. It is the Board's intention to readdress the matter at the first meeting in the fall semester.

d. Facility Designation Room 111

Secretary Ly moved to designate the west side of room 110 as a sleep room; Mr. Sylvestre seconded the motion.

The Facility Use Committee strongly agreed that the Meditation Room should remain separate from a sleep room, especially with how much has been invested. It is the committee's recommendation that the LSU advertise the mediation room and provide a guide on how to meditate in order to promote use of the space and deter sleeping. A survey conducted by the Facility Use Committee and previously shared with the Board showed a strong need for sleep stations.

The motion to designate the west side of room 110 as a sleep room passed.

Motion passed. 6-2-0

XI. New Business

a. 2017-2018 Budget

Assistant Director Jaime Leal and Finance Committee member Anthony Thompson presented the LSU 2017-2018 Budget. The budget shows that the LSU has a proposed net income from operations of \$343,225.00 for 2017-2018. Mr. Thompson explained that the net income was calculated by adding the LSU's return on surplus funds and expected income from different sources such as operations and interest income, and subtracting total expenditures of \$2,748,275.

Estimated year-end cash balance for operating reserves is \$458,045.83, which is monies set aside for the LSU to handle unforeseen expenses such as accidental damage repair or a natural disaster.

A portion of student fees collected pay for the bond of the facility and another portion utilized to manage the LSU operations. What is notable is that the LSU proposes an increase in revenue from student fees. The increase attributed to anticipated high expenses such as contractual services for big-ticket repairs and replacements, and an increase in student salaries due to minimum wage increase. The LSU estimates a total income of \$3,091,500 and total expenses of \$2,611,017.

The LSU designated \$120,000 and \$223,225 for budgeted capital purchases. Per conditions in the building and reserve study, the LSU has items that are due. Projects include overhauling two elevators that if they break down there will be no accessibility in a portion of the building. Replacing event tables and outdoor furniture, which are items passed their useful life, there are more event tables in disrepair than in working condition. There are other items passed their useful life per manufactures but are still in good condition, in this circumstance the LSU decided to delay their replacements.

Vice Chairperson Reid moved to approve the Budget for 2017-2018; Secretary Ly seconded the motion

The motion passed unanimously.

Motion Passed. 8-0-0

b. Guest Services Assistant

The Personnel Committee recommends combining the Information Desk Attendant and the Receptionist positions into one position known as Guest Services Assistant. Job descriptions for both are similar, classification are the same, and the same supervisor currently manages the positions. As the positions are front-line customer service agents, combing them will make hiring, training, and scheduling service areas more efficient.

Mr. Sylvestre moved to approve the Guest Service Assistant position; Ms. Iheke seconded the motion.

The motion passes unanimously.

Motion Passed. 8-0-0

c. Student Business Assistant

The Personnel Committee recommends creating the Student Business Assistant position. The position will help provide support with daily maintenance and efficiency around filing and processing of accounts receivable and accounts payable. The Student Business Position is an opportunity for students to get meaningful work experience in the business field while assisting Assistant Director Jaime Leal. The LSU plans to hire one student employee at 20 hours a week.

Ms. Iheke moved to approve the Student Business Assistant position; Secretary Ly seconded the motion.

The motion passes unanimously.

Motion Passed. 8-0-0

d. Inclusive Environment Report

Ms. Iheke moved to go into closed session; Dr. Rice seconded the motion.

The motion passes unanimously.

Motion Passed. 8-0-0

Director Ortiz shared the results of the LSU Inclusive Environment Report.

Director, Facilities Planning Roshni Thomas arrived at 11:15 a.m.

e. Director's Evaluation

The Director's Evaluation summary results was shared with the Board.

Mr. Sylvestre moved to accept the Director's Evaluation; Mr. Chester seconded the motion.

The motion carries.

Motion Passed.

Mr. Sylvestre moved to end closed session; Vice Chairperson Reid seconded the motion.

The motion passes unanimously.

Motion Passed. 8-0-0

f. BOD Recognition

Chairperson Avelar and Director Ortiz showed application to the Board of Directors for the work they put in this year. Edwin Avelar was recognized as Board Member of the Year, showing qualities of professionalism, academic excellence, community service, and furthering the advancement of the Loker Student Union. Cecilia Ortiz was recognized with the BOD Spirit of Benevolence Award.

g. Student-At-Large Appointment

The Personnel Committee recommends three individuals for appointment to Board of Directors, the forth position is being left open. The LSU will continue recruitment efforts to diversify the pool of candidates better representing the student population.

Director, Facilities Planning Roshni Thomas leaves at 12:04 p.m.

The three students recommended are Amanda Pablos, Karina Cruz, and Ranferis Hernandez-Cabrera. Ms. Cruz and Ms. Pablos shared why they are interested in joining the Board.

Ms. Cruz is a third year kinesiology major with the goal of becoming a P.E. teacher or student affairs professional. She is a former LSU employee and currently a student assistant at the Women's Resource Center. Her wish is to increase student awareness of the LSU, get more students involved in the discussion and voting of LSU items, and help students become student leaders. Ms. Cruz plans to balance her commitments by managing her time, and utilizing resources on campus that will help her stay on track.

Ms. Pablos is an incoming senior and expected to graduate in spring 2018. When she first started at DH she found refuge and opportunities here in the LSU. She is interested in paying it forward and having more students become aware of resources. As someone with a business background, she is mindful of budgets and comes with ideas on how to increase utilization of space. Even contemplating alternative funding certain projects. Ms. Pablos assures that she is able to balance her commitments and participate on the Board, as she is currently working at a dental office and maintaining a 3.8-4.0 GPA. She has learned that there is always a way to find time for yourself and the importance of saying no. Amanda wish to maintain a good quality of life for students as it pertains to their studies. As a transfer student, Amanda wanted to become involved, and in her second year at Dominguez hills feels like she has a voice and wants to represent others who might not have one. Amanda's goal is to represent the student body and foster a healthy relationship with the board.

Mr. Hernandez-Cabrera was unable to attend the Board meeting. The committee shared a little about him and his interest on the Board. He is a transfer student from USC majoring in political science, he has no competing work and is excited and extreme willingness to serve

Vice Chairperson Reid moved to appoint Karina Cruz, Amanda Pablos, Ranferis Hernandez-Cabrera as student-at-large; Mr. Sylvestre seconded the motion.

The motion passes unanimously

Motion Passed. 8-0-0

Student Affairs Manager Dr. Stephen Rice left at 12:20 p.m.

Vice Chairperson Reid left at 12:20 p.m.

XII. Transition

a. Office Appointments

The election of Chairperson and Vice Chairperson were conducted by ballot voting with simple majority.

i. Chairperson

Karina Cruz self-nominated herself as Chairperson for the Board.

Karina Cruz received the majority vote and appointed Chairperson of the Board of Directors.

ii. Vice Chairperson

Amanda Pablos self-nominated herself as Vice Chairperson for the Board.

Amanda Pablos received the majority vote and appointed Vice Chairperson of the Board of Directors.

iii. Secretary

No nominations were made.

b. Advisory Committee Chair Appointments

Director Ortiz recommended to table the Advisory Committee Chair Appointments until the vacant board positions are filled.

Mr. Sylvestre moved to table the Advisory Committee Chair appointments; Mr. Cutrone seconded the motion.

The motion passes unanimously

Motion Passed. 6-0-0

XIII. Announcements

The Board of Director's orientation will take place on either August 17, 2017.

XIV. Adjourn

Chairperson Avelar adjourned the meeting at 12:29 p.m.

Approval of minutes:

Secretary

or



Chairperson, Karina Cruz

Date of approval:

9/1/2017