

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, October 6, 2017

1) Call to Order and Attendance

Chairperson, Karina Cruz, called the meeting to order at 10:11 a.m.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Karina Cruz	Tamala Lewis	Jaime Leal	
Anthony Thompson	Richard Chester	John Stigar	
Ranferis Hernandez-Cabrera	Stephen Rice	Melissa Bancroft	
Grace Iheke	Amanda Pablos	Giselle Atallah	
Marquel Reid			
Daniel Cutrone			
Paz Oliverrez			
Justin Blakely			
Erick Garcia			
Cecilia Ortiz			
Marcelo Vazquez			
Roshni Thomas			
Homaira Masoud			

2) Approval of Agenda

Renferis Hernandez-Cabrera moved to approve the agenda for October 6, 2017; Anthony Thompson seconded the motion.

The motion to approve the agenda passed unanimously.

Motion passed. 7-0-0

Vice President, Student Affairs Designee, Dr. Paz Oliverrez arrived at 10:12 a.m.

3) Approval of Minutes

Grace Iheke moved to approve the minutes for September 1, 2017 with the amended name and text corrections; Renferis Hernandez-Cabrera seconded the motion.

The motion passed unanimously.

Motion passed. 8-0-0

11) New Business

a. LSU Financial Statements FY 16-17

Rolland Vasin from Vasin Heyn & Company presented the LSU financial statements for fiscal year 2016-2017. Vasin stated that the financial statements are in accordance with generally accepted accounting principles and reported an overview of financial changes in comparison to the prior fiscal year.

Due to the three unfilled professional staff positions, the LSU expenses were significantly lower. In 2017, total current liabilities increased as well as new pension liability. There was a change in acquisition of capital assets due to improvements, construction, or refurbishment resulting in an increase in sales. Operating income slightly increased in 2017. Lastly, the prior period adjustment increased the unrestricted net assets by \$280,818 as of June 30, 2016 and increased change in net assets for the year ended in June 30, 2017.

Erick Garcia moved to accept and approve the LSU financial statements and results for the 2016-2017 financial audit; Ranferis Hernandez-Cabrera seconded the motion.

The motion passed unanimously.

Motion passed. 8-0-0

4) Chairperson's Report

Chairperson Karina Cruz, has attended all the advisory and audit committees. Chairperson Cruz attends at least two LSU events per week, to promote the Board and speak to students interested in joining the Board.

Chairperson Cruz reported that she and other student-at-large members have met with Foundation to discuss possibilities on maximizing student use in 1910 Café & Lounge. In terms of projects, it is not a priority of the University. Chairperson Cruz's next step is to set a meeting with Student Affairs professionals to discuss the matter.

5) Director's Report

Director Cecilia Ortiz reported the financial audit was completed and submitted to the Chancellor's office to meet the CSU deadline. Director Ortiz, Assistant Director Jaime Leal and Assistant Director Facility Operations John Stigar attended the AOA (Auxiliary Organization Association) fall meeting on September 28, 2017 and September 29, 2017. The meeting focused on sharing best practices throughout the CSU auxiliary organizations.

On behalf of Vice Chairperson Amanda Pablos, Director Ortiz reported the ASI/LSU ad hoc committee discussed strategies to utilize and identify classroom spaces on campus. Current plans are to hold focus groups to gain more insight on challenges experienced by club and organizations and potential strategies.

The Finance and Facility Use advisory committees are seeing an increase in student interested in joining. Personnel committee are still seeking student members. Director Ortiz praised the committees in their recruitment, and stated that committees welcome any students interested in joining. LSU has distributed annual trainings to all employees: Injury Illness Prevention Program, Computer Security Awareness, Ethics in the Workplace, Sexual Harassment, and newly introduced Diversity in the Workplace.

The Board received new polo shirts, Director Ortiz encourages all Board to use their polo and use it as an opportunity to inform the community what the Board of Directors does and how they can be involved.

On behalf of Director of Campus Dining Richard Chester, Director Ortiz shared news that Foundation received notice from Jamba Juice to end their contract citing the DH location not generating enough sales. Foundation is currently looking at Shake Shack as a possible replacement.

Moving forward, agenda items will include a background of the item. The objective is to provide context resulting in informed decisions.

6) Personnel Committee Report

The committee met together on September 26, 2017. The committee discussed committee goals for the upcoming year, reviewed a draft diversity policy, and discussed staff salary ranges and compensation.

7) Finance Committee Report

The committee met on September 1, 2017. The committee discussed their goals for the upcoming year. Committee wishes to increase membership to five; they anticipate two member appointments by the next board meeting. The committee reviewed changes to the Travel Policy and forwarded a recommendation to the Board for consideration.

8) Facility Use Committee Report

The Facility Use Committee brainstormed goals for the upcoming year, discussed and toured the sleep room and the adjacent office spaces for Campus Dining Services. Chairperson Cruz stated that students are interested in joining the committee and the committee will continue work on their goals.

9) Public Comment

No one from the public addressed the Board.

10) Old Business

a. BOD Annual Goals

Chairperson Cruz recommended the Board select two to three of the proposed Board annual goals.

The Board sought clarification on some of the goal statements. Grace Iheke proposed to table the BOD Annual Goals until the next Board meeting. In which, Vice Chairperson Amanda Pablos can be present and provide context on the proposed goals.

Grace Iheke moved to table BOD Annual Goals; Marquel Reid seconded the motion.

The motion passed unanimously.

Motion passed. 8-0-0

11) New Business

b. Travel Policy

The Finance Committee seeks to revise the LSU Travel Policy to specify employee mileage reimbursement be calculated from the work location to the training, workshop, assignment site.

Existing Travel Policy does not specify how employee mileage reimbursement is calculated for a training, workshop or assignment away from their normal work location. The revision will require that mileage be calculated from the employee's normal work location to the site instead of from their home address. This will ensure compliance with Internal Revenue code as miles traveled to the normal work location could be considered commuting miles that would be categorized as a fringe benefit if reimbursed and taxable to the employee. Other revisions include removing specific amounts, and adding language that General Service Administration (GSA) rates for the region of travel would apply.

Anthony Thompson approved the New Business of Travel Policy on October 6, 2017; Ranferis Hernandez seconded the motion.

Motion passed. 8-0-0

Anthony Thompson moved to approve recommended changes to the LSU Travel Policy; Ranferis Hernandez-Cabrera seconded the motion.

The motion passed unanimously.

Motion passed. 8-0-0

c. Building Utilization Report

Assistant Director Facility Operations John Stigar presented the Building Utilization Report. The purpose of the report is to measure when and where people are in the building and which areas have the most traffic. The Student Building Managers count the number of people in 24 sections every hour during normal and extended building hours.

From 2013-2016, LSU experienced a large increase in the amount of students who come to the LSU. Factors include higher enrollment numbers, more furniture thus increasing seating capacity, and continuous events in the building. Between the hours of 10:30 AM-7:30 PM, the LSU has a consistent high amount of people in the building. With the highest peaks during lunch hours between 11:30am-2:30pm especially the in the food court.

People are experiencing the impact; the LSU needs to identify new seating. Trends show that areas where seating was added results in big increases in people in the area. Due to climate getting colder, the LSU will see a growth in people in the building at 6:30am.

New outdoor seating will affect the use of space. In the ballroom level there many students seated on the floors. Dictated by budget, operations staff will into other options for additional seating.

Due to plans for the expansion of University Housing that will result in higher on-campus student population and needs. The LSU is in a financial position to review the possibility of extending hours of operation. Possibilities include extending hours, opening the building on Sundays or both.

It is in the scope of the LSU to have food vendors stay open pass 2:00 PM on Fridays. LSU has some influence through the sublease agreement. Vendors do not always sustain enough sales to not operate in a loss. The LSU recognizes that sales are a determiner if a vendor remains open longer on Fridays.

ASI President Justin Blakely inquired, if the LSU temporary fee of \$40.00 be used to build a recreation center. Director Ortiz clarified that if there was extra money left, then it can be used for it but the union has not been in that position.

Operations staff are brainstorming ways to provide access to certain parts rather than the whole building. The challenge is the building same air handlers, chillers, etc. are used in multiple parts of the building. Separating access to one part of the building would not decrease the cost.

d. BOD Webpage Update

The LSU website was updated to reflect new BOD members, increase advisory committee visibility and outline involvement options.

12) Public Comment

No one from the public addressed the Board.

Director, Facilities Planning Roshni Thomas arrived at 11:22 a.m.

13) Announcements

Next BOD meeting is going to be on Friday, November 3, 2017. The LSU Holiday Lunch will be on Friday, December 15, 2017.

14) Adjournment

Chairperson, Karina Cruz adjourned the meeting at 11:22 p.m.

Approval of minutes: _____ or _____
Secretary, Anthony Thompson Chairperson, Karina Cruz

Date of approval: _____