

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, April 12, 2019

1) Call to Order and Attendance

Chairperson, Anthony Thompson, called the meeting to order at 10:10 a.m.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Daniel Cutrone	John Sitgar	Paul Wooten
Johnathan Thomas	Tamala Lewis	Giselle Atallah	
Christian Sanchez Heredia	Richard Chester	Melissa Bancroft	
L. Celina Valdez	Roshini Thomas	Jarnie Leal	
Daylin Joseph	Nicole Rodriguez	Israel Sandoval	
Wayne Nishioka			
Cecilia Ortiz			
Adam Kasarda			
Matthew Smith			
Christian Jackson			
Erick Garcia			

2) Approval of Agenda

ASI President Christian Jackson moved to approve the agenda for April 12, 2019; Vice Chairperson Johnathan Thomas seconded the motion.

The motion passed unanimously.

Motion passed. 5-0-0

3) Approval of Minutes

Vice Chairperson Johnathan Thomas moved to approve the minutes for March 1, 2019; Secretary Christian Sanchez Heredia seconded the motion.

The motion passed unanimously.

Motion passed. 5-0-0.

4) Chairperson's Report

Chairperson Thompson reported that he has been active in trying to advance the mission of the union and has been working hard to fill the BOD vacancy.

5) Director's Report

Director Cecilia Ortiz reported that the LSU delegates who attended the ACUI Conference will put together information to disseminate. The LSU has performed numerous preventative maintenance projects over spring break. The LSU is in the process of generating the operating budget for the 2019-2020 fiscal year.

6) Facility Use Committee Report

The Facility Use Committee met on March 13, 2019. The committee discussed the collaborative workstation policy, collaborative workstation challenges, approved a new student committee member, received a dining update, Mamava Lactation Suite update, and reviewed a building count report.

The committee has forwarded one item for the April 12, 2019 board meeting. The next committee meeting is April 17, 2019.

7) Personnel Committee Report

The Personnel Committee met in March 2019. They discussed the Director's evaluation.

The committee has forwarded one item for the April 12, 2019 board meeting.

8) Finance Committee Report

The Finance Committee met on March 21, 2019. The Finance Committee discussed updates on the long-term plan and the 2017 Informational Tax Return.

The committee has forwarded one item for the April 12, 2019 board meeting. The next committee meeting is April 18, 2019 at 3:00 PM.

9) Public Comment

There were no public comments.

10) Old Business

a. LSU Master Planning

Director Cecilia Ortiz provided the board with an update for the LSU Master Plan. Director Ortiz and Roshni Thomas have conducted informal interviews with various architect groups. The architect groups are reported to have experience in building student recreational centers.

Director Ortiz shared that the next step in this process is to gather bids, select an architect firm and consultant group to move forward with a feasibility study. The steering committee will determine if it is preferable to hire a contractor. Director Ortiz expressed that hiring an architect firm, consultant group, and a contractor simultaneously will better ensure a smooth process. To move the process forward, Director Ortiz plans to work with the allocation previously supported by the board. Director Ortiz reported that the intention is for the LSU Master Plan to support the expected enrollment growth to 20,000 students.

11) New Business

a. 2017 Informational Tax Return

Vice Chairperson Johnathan Thomas and The Executive Secretary to the Finance Committee Jamie Leal reported the 2017 Informational Tax Return. Vice Chairperson Thomas stated that the LSU is an IRS 501(c)(3) which makes the LSU tax exempt as a non-profit organization. The LSU files the following forms IRS Form 990 Exempt Organization Informational Tax Return, IRS Form 990T Exempt Organization Business Income Tax Return, Form 109 California Annual Informational Return, Form 199 California Business Income Tax Return, and RRF – Report to Attorney General of California.

Vice Chairperson Thomas and Executive Secretary Leal shared highlights of the IRS Form 990. The form discloses organizational information such as members of the Board of Director, total employees and volunteer, financial information collected from audited financial statements. The form also discloses program revenue, expenses, and program statistics such as facility operations, leasing, and LSU activities. The form further discloses the Board of Directors compensation and their compensation source.

Executive Secretary Leal explained that IRS Form 990 also includes a statement of revenue. Siting that the LSU's primary source of revenue is from student fees. Included in the statement of revenue is the rental expense from unrelated business income tax.

Executive Secretary Leal explained the LSU's primary source of revenue comes from student fees which is considered public support. The IRS Form 990 shows the public

support for the past five years, and confirms that public support account for 98.16% of the organization's revenue. These forms validate that The LSU is a tax exempt organization.

Schedule R in IRS Form 990 identifies all organizations related to the LSU such as CSUDH Foundations and ASI. Related organizations have operating agreements with the LSU. In addition to disclosing the related parties, the LSU must disclose the activities exchanged with related parties.

Vice Chairperson Thomas presented IRS Form 990T, the unrelated business income tax form, which discloses the LSU's other sources of income such as facilities rental to the external community. The LSU reported a loss of revenue, due to the small scale external community events that the LSU hosted in comparison to the many large scale events (i.e. weddings) of previous years.

Alumni Representative Erick Garcia arrived at 10:33 AM.

Vice Chairperson Johnathan Thomas moved to approve the Loker Student Union Tax Returns as presented by the Finance Committee for filing with their respective tax authority; ASI President Christian Jackson seconded the motion.

The motion passed.

Motion passed. 5-1-0.

b. 2018-2019 Organizational Accomplishments

Director Cecilia Ortiz shared with the board an overview of organizational accomplishments in 2018-2019. She started with the Board of Directors, sharing that an orientation was held in August with the intention to prepare members for the upcoming year. Director Ortiz also met with new members as they were appointed to ensure each member was up-to-date with board practices. The LSU also provided parliamentary procedure training to Student-at-Large Directors. The LSU BOD webpage has been updated, the improvements allow for more information to be shared with the public. The website update has resulted in more informed students and staff and board awareness. To come, the LSU will integrate strength with the board especially its student leaders.

Director Ortiz informed that the LSU met all legal and fiscal requirements of a non-profit corporation by timely filing taxes and completing fiscal audit. All LSU staff have completed various trainings such as, Ethics in the Workplace, Sexual Harassment Awareness, Sexual Harassment Prevention for Supervisors, and Computer Security Awareness.

Director Ortiz shared that the LSU refers to its student employees as Loker Leaders to support leadership identity development, promoting purpose and value within the workforce. The LSU has held fall and spring all-day "ALL-IN" trainings for Loker Leaders, its purpose is to incorporate organizational culture, updates, values, increase team building, and unit identity. Additional monthly training for Loker Leaders are provided, called Leadership Forum. Leadership Forum trainings are aligned to National Association of College and Employers (NACE) competencies, and the program has embedded Gallup Strengths into its curriculum. Leadership Forum is important because it ensures that Loker Leaders can identify and utilize their skillsets in a professional work setting.

In terms of staff development, the LSU has implemented team-building practices, which includes a staff retreat to a local university student union. During a staff retreat, staff members address team challenges, focus on well-being activities/education, and celebrate accomplishments. The LSU staff attended a retreat at California State University Long Beach. During this retreat the staff was able to tour their facilities and experience first-hand what amenities CSULB offers. Director Ortiz reported that professional staff often discuss ACUI competencies and how they can be implemented into the organization.

In the realm of diversity and inclusion, the LSU has adopted a Diversity and Inclusion Policy by the Board of Directors. All LSU employees completed online Diversity in the Workplace trainings and within organizational culture adopted the use of pronouns. Additionally, Loker Leaders received a training regarding visible and invisible disabilities in order to be better inform and raise awareness.

The LSU has collaborated and supported the University in various ways. The LSU has collaborated with Professor Thomas Norman who teaches management 310 at CSUDH. As part of Professor Norman's class, students were assigned to identify opportunities to increase student awareness of LSU and services. The LSU hosted the Presidential Investiture events, where much support and problem solving was done to host the event successfully. Additionally, many LSU staff members were apart of various organizations and committees on campus.

Director Ortiz reported that the LSU has opened a Nap Room as an amenity for students, added new outdoor furniture to expand seating capacity, and replaced meeting room chairs. In collaboration with the Title XI office, the LSU will add a lactation suite in the facility. The Club and Organization Storage Room and Queer Culture and Resource Center remodel are completed. Additional updates include modernization of LSU elevators and introducing longer building hours on Fridays.

Director Ortiz informed the board that the LSU has improved processes across the organization such as use of Google applications for internal reporting and On-the-Road registrations. Brand improvements through a website relaunch and updated facility photos for marketing assets. The LSU continues to make changes in the facility lounges, which encourage students to stay on campus longer, make meaningful connections with peers, and support their various needs as students. LSU has introduced credit/debit card transactions at the Game Room and coming soon to the LSU Reservation and Event Services office and printing services.

Director Ortiz reported that she serves on the AOA Risk Management Authority Committee; the position entails reviewing insurance policies, services, and costs offered for AOA member organizations. She was appointed as a Trustee for the Auxiliaries Multiple Employer VEBA. Within ACUI (Association of College Unions International) Director Ortiz was elected as the Region I Director and serves on the ACUI leadership team. She also served on the 2018 Regional Conference Planning Team. Giselle Atallah serves as the Education Coordinator for Region I. Various staff and students attended and presented education sessions at the ACUI Regional Conference in 2018. Student-at-Large Directors and one student employee attended the I-LEAD program during the summer.

c. Director Evaluation