

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, May 3, 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	Richard Chester	Giselle Atallah	Paul Wooten
Johnathan Thomas	Wayne Nishioka	Melissa Bancroft	
Christian Sanchez Heredia		Jamie Leal	
Daylin Joseph		Israel Sandoval	
Erick Garcia		Gloria Medina	
Christian Jackson			
Roshini Thomas			
Cecilia Ortiz			
Adam Kasarda			
Matthew Smith			
Tamala Lewis			
Nicole Rodriguez			

2) Approval of Agenda

Academic Senate Representative Daniel Cutrone moved to approve the agenda for May 3, 2019; ASI President Christian Jackson seconded the motion.

The motion passed unanimously.

Motion passed. 6-0-0

3) Approval of Minutes

Academic Senate Representative Daniel Cutrone moved to approve the minutes April 12, 2019; Secretary Christian Sanchez Heredia seconded the motion.

The motion passed unanimously.

Motion passed. 6-0-0.

4) Chairperson's Report

Chairperson Anthony Thompson reported that he has been active in trying to advance the mission of the Union by attending sub-committee meetings and has had a meeting with Director Cecilia Ortiz.

5) Director's Report

Director Cecilia Ortiz attended two meetings related to housing. The first meeting was with Foundation to find a potential solution for Dining Services when the 500 new housing beds are available. The second meeting was in collaboration with University Housing, as they discussed the early stages of the next housing project.

During the past month, Director Ortiz has worked on budget development to propose to the board.

Director Ortiz informed the board that there will be a promotion for The Nap Room. During the week of finals, students will be offered a free blanket when they book their nap. The blankets for the promotion were repurposed from the Woman's Resource Center quilt project.

Director Ortiz stated that the LSU's activities team has collaborated with The Occupational Therapy department to provide sensory wellness activities as part of the Toro Success Zone.

The Toro Success Zone is an event prior to finals week, in which students will be able to relax and de-stress.

Director Ortiz reported that there are a few projects that the LSU is expected to complete by June 30, 2019. Some of which include, A/V upgrades in meeting rooms, the refurbishing of the alumni room, and the installation of shading in the outside terrace.

Lastly, Director Ortiz informed the board of a conversation with the Executive Committee regarding plans to submit a host site proposal for the ACUI 2020 Regional Conference.

6) Facility Use Committee Report

The Facilities Use Committee met on April 17, 2019. The committee discussed the Collaborative Workstations designs and layouts, the Mamava Lactation Suite set to come at the end of May, and the printing services expansion at the Information Desk.

The committee has no item to be forwarded to the board. The next committee meeting is May 8, 2019.

7) Personnel Committee Report

The Personnel Committee met on May 2, 2019. They discussed the Director's evaluation and the possibility of adding two new staff positions.

The next committee meeting date is pending.

8) Finance Committee Report

The Finance Committee met on April 25, 2019. The committee discussed the LSU long-term financial plans, the 3rd quarter budget review, and the 2018-2019 operating budget.

The next committee meeting is May 23, 2019.

9) Public Comment

There were no public comments.

10) Old Business

a. LSU Master Planning

Director Cecilia Ortiz shared that there are no updates related to the LSU Master Plan. A meeting is set to be rescheduled between the Director of Facilities Planning Roshni Thomas and Director Ortiz. Director Ortiz shared that they conducted informal meetings with architect firms and the next step is to discuss with the Director of Facilities Planning Roshni Thomas which firms the LSU plans to engage with.

11) New Business

a. 3rd Quarter Budget Review

Vice Chairperson Johnathan Thomas and Executive Secretary to the Finance Committee Jamie Leal presented the third Quarter Budget Review. Optimum range is between 70%-80%. Vice Chairperson Thomas reported that student fees is the LSU's primary source of revenue; year to date, student fees is at \$1.5 million. The LSU issues two invoices annually, the first invoice was issued and posted.

The Games Room/outdoor vendor line item is budgeted for \$26,500; the LSU is performing above projected at 107%. Interest income is above optimum range at 192%. With a

budgeted \$5,000 of interest income from the Local Agency Investment Fund (LAIF), the line item is above target. .

Commercial rent is within optimum range. Facility Use rent and University rent are below optimum range at 64% and 0% respectively. University rent is budgeted at \$120,000. However, there has not been an invoice generated. Facility Use rent is budgeted at \$60,000, it is currently at \$38,600 which is slightly below the targeted amount. However, the LSU anticipates an increase at the end of the year due to social events.

Miscellaneous income's budget was \$6,606. The year to date actuals report \$10,730, which is above optimum range. A big contributor to this increase was the high demand for the LSU's printing service. Additionally, the LSU is a part of the CSU Risk Management Authority insurance program. Since there has been a low number of claims for the LSU, they have distributed two dividends.

Operating expenses is below optimum range at 35%. This is due to pending projects such as replacing selected workstations. The LSU plans to replace them later in the year, in case there were any other projects identified that are considered higher priority.

Utilities and services is slightly below optimum range at 59%. The LSU is in the process to renew their contract with the current trash company. There was a dispute in regards to the LSU's trash bill being above the agreed rate. Payment is on hold until the dispute is resolved. Repair and maintenance is budgeted at \$120,828, it is currently at \$87,874, which is within optimum range.

Events costs was budgeted at \$106,700, it is currently at \$73,918, meaning it is slightly below optimum range. Salaries and benefits and contracted services are within optimum range. Other Post-Employment Benefits (OPEB) is at 1%, this is due to a pending transaction post on the ledger for a VEBA trust contribution.

Campus Wide program budget was estimated at \$25,000, it is currently at \$8,939, meaning it is below range. The LSU is expecting to see expenditures from Toro Day and Homecoming.

Lastly, Vice Chairperson Johnathan Thomas and Executive Secretary for the Finance Committee Jaime Leal reported that capital outlay is below target. This is due to the fact that these funds are needed to support pending projects such as the A/V upgrades and terrace shading.

b. FY 2019-2020 Operating Budget

Executive Secretary Jamie Leal presented the 2019-2020 Operating Budget. He reported that the expected amount from student fees is estimated at \$5.2 million, the projected amount is based off the 14,200-student enrollment figure.

Executive Secretary Leal expressed that the LSU collects interest from C201 funds. Interest is known to fluctuate, therefore the LSU must stay within the \$25,000 budgeted. However, it is expected that the LSU will receive over that amount.

The LSU must pay its debt services, which are the funds that were issued to support the building of the LSU. Additionally, there will be \$200,000 transferred to the repair and replacement fund to ensure that these funds will cover replacing items that have surpassed its useful life.

The LSU proposed amount to transfer for its 2019-2020 operating budget is \$3.2 million.

Vice Chairperson Thomas stated that miscellaneous income is projected at a lower amount. One source of miscellaneous income is the printing service provided by the LSU. There is a low conservative projection for this area of income because there will be upcoming changes to printing services. Director Ortiz expressed that the printing services should be seen as a service provided by the LSU to benefit the students rather than a source of revenue. Projected total Revenue is \$3.5 million.

The projected operating expense is \$458,235 and utilities is projected at \$228,030, which is estimated to be higher than previous years to anticipate change in rates or contracts. Vice Chairperson Thomas shared that the repairs and maintenance fell below their projected cost, at \$125,730.

The events cost for 2018-2019 is projected at \$104,000 and the proposed cost for 2019-2020 is \$126,000. Director Ortiz expressed that there was an increase for event costs because of the different events the LSU hosts, such as Open House, and internal events, such as the End of the Year event.

Vice Chairperson Thomas stated that the cost of staff salaries have increased for 2019-2020. Director Ortiz informed the board that the expense line items has increased due to a fully staffed professional team. Additionally, there is a 3% cost of living adjustment placeholder for professional staff members, which will need to be approved by the BOD.

Salaries for student employees is projected at \$530,000 in 2018-2019 and the proposed 2019-2020 amount is \$570,000. The increase is due to the increase in minimum wage. Director Ortiz explained that the LSU strives to remain a competitive employer on campus, which requires competitive wages.

Director Ortiz further shared that the increase in the proposed 2019-2020 budget includes the funding for a new student worker position, Operations Assistant; the reintroduction of a student position, Technology Assistant; and a new professional staff position, Administrative Assistant.

The proposed amount for 2019-2020 benefits is \$363,000, and the proposed amount for custodial contract in 2019-2020 is \$313,000. Director Ortiz shared that the contract costs constantly increases because the rise of minimum wage in California.

Campus wide programs expenses are projected at \$25,000 in 2018-2019 and the proposed amount for 2019-2020 is \$20,000. Director Ortiz stated that there has been a decrease in that area because the cost for external events has increased. The \$5,000 has been repurposed for other areas in programming.

Total operational expenses for 2018-2019 is projected at \$2.8 million and the proposed 2019-2020 amount is \$3.4 million. Director Ortiz explained to the Board that the operating expense increasing was due to the fact that the LSU wanted to address the food insecurity that is prevalent on campus. To address this issue, the LSU provided free coffee and smaller food items to Loker Leaders (student assistant employees).

Leasehold improvement expenses for 2018-2019 is projected at \$100,000 and the proposed 2019-2020 amount is \$60,000. The amount is a placeholder for the cost to remodel the information desk to accommodate for three additional printing stations.

Budgeting capital purchases for 2018-2019 is projected at \$193,186 and the proposed amount for 2019-2020 is \$203,000. There are placeholders issued for various projects, such as \$100,000 for the lower level study furniture, \$58,000 for replacing all surveillance cameras in the LSU, and \$45,000 for counters at the exit points of the facility. The projected total expenditures is \$3.5 million.

Executive Secretary Leal presented the debt ratio calculation, which is required to be at a 1.5 debt minimum coverage.

ASI Representative Christian Jackson motioned to approve the LSU Operating Budget for fiscal year 2019-2020. Secretary Christian Sanchez Heredia seconded this motion.

The motion passed unanimously.

Motion passed. 6-0-0

Interim Associated Vice President, Student Affairs Matthew Smith stepped out at 11:00 a.m.

Director Ortiz clarified that the operating budget and the allocations to reserve funds is what The Board currently approved.

c. Organizational Awards Presentation

Personnel Committee Executive Secretary Melissa Bancroft shared that at the June board meeting, the LSU will recognize accomplishments and services. These efforts reward meaningful work, cultivate positive work environment, and move the organization forward.

The first award is the Board Member of the Year Award. The award honors a board member who has taken initiatives, attended board meetings, and has gone beyond their role. All board members qualify for this award.

The LSU also awards The Katherine B. Loker Spirit of Benevolence Award. This award is the organization's highest honor. This award is granted when an individual or group has given significant contributions to the organization and made strides to continuing the education mission of the University.

Executive Secretary Melissa Bancroft expressed that the board should help in this process, specifically in recognizing those who have exceeded expectations for the organization by suggesting nominees and placing their votes.

d. Operations Assistant Position

ASI President Christian Jackson moved to postpone items 11) d. Operations Assistant Position and 11) e. Administrative Assistant Position to the June 7, 2019 Board of Directors meeting; Academic Senate Representative Daniel Cutrone seconded the motion.

The motion passed unanimously.

Motion passed. 6-0-0.

e. Administrative Assistant Position

Item 11) e. Administrative Assistant Position was postponed to the June 7, 2019 Board of Directors meeting.

f. Facility Utilization Report

LSU Services Manager Israel Sandoval presented the Facility Utilization Report. He shared that the purpose of this report is to identify traffic patterns to facilitate different actions such as modifying the LSU hours of operations, make staffing decisions based on peak times, and maximum event planning and exposure.

Based off data gathered from previous reports, the LSU decided to change its Monday to Thursday (during the semester) opening operating hours from 7:30 AM to 6:30 AM, and change its Friday (during the semester) closing operating hours from 5:00 PM to 7:00 PM.

The Facility Utilization Report informs the LSU Annual Report that shares metrics with the community and comparing year-to-year data. The Facility Utilization Report also impacts the operating budgetary and facility utilization such as which new spaces are introduced or how to repurpose existing space in the facility.

The Student Building Managers collect counts throughout the day and the facility. The reports shows that there was a large spike in the amount of people that frequent the LSU. In 2013, there was an average of 266 persons present in the LSU at noon. In 2017-2018, there was a significant increase with an average of 346 persons present in the LSU at noon. In 2018-2019, there is currently an average of 485 individuals present in the LSU at noon.

Services Manager Israel Sandoval further expressed to the Board that there is a constant growth in facility use in all hours of use: morning, peak, and closing hours. Saturday building hours differ from weekday hours due to early closing hours. In comparison to 2017-2018, the LSU witnessed a growth of patrons in the building on Saturday mornings from 3 to 12 persons, at noon from 67 to 100 persons, and at closing from 2 to 26 persons. Services Manager Israel Sandoval clarified that once the spring semester concludes, there will be more data available.

Director Cecilia Ortiz suggested that the increase in visitors may be due to the fact that there is less seating available in the library. Services Manager Israel Sandoval expressed that the increase in visitors can also contribute to the fact that the LSU has provided more amenities to the students such as The Nap Room, Meditation Room, Game Room, and TV Lounge.

g. Activities Report

The LSU Program Coordinator Gloria Medina presented the activities 2018-2019 report. She reported to the board that the LSU provides activities and trips for students year-round with the exception of winter break. All events are available to all students.

Program Coordinator Medina expressed that the LSU is one of the top three programming entities on campus. There were 69 projected activities and the final total was 88 events. The increase in events was due to the increase in participation the LSU had with the campus such as NSO, Student Admit Day, and Open House.

There are four event categories, the main category in events is student success events which make up 56% of events. The remainder of categories go as followed, social events 15%, recreational events 18%, and cultural events 11%.

Program Coordinator Medina expressed that it is important that the LSU continues in helping students succeed. The LSU Program Coordinator Medina stated that her team was able to achieve many positive outcomes such as, increasing Toro engagement, specifically new Toros and underactive Toros. Additionally, the Activities team has recalibrated certain events such as, the Acoustic Food Court Concert Series. This event was previously held in

Palm Courtyard, but there was less foot traffic in that area. Which led the team to relocate this event to the food court.

Program Coordinator Medina informed the board that the outdoor and indoor movie night events were discontinued due to low attendance. Some trends in the past few years are that the average cost per person has decreased while the attendance rates per event have increased.

Additionally, the On-The-Road program has been strengthened. The LSU is the only place on campus that provides off-campus events open to all students. The LSU has been able to provide students with accommodations to various locations at a discounted rate.

Program Coordinator Medina shared some positive feedback from students who attended On-The-Road events: 95% of students found the events to be very enjoyable, while the remaining 5% found it some-what enjoyable, 98% assessed that they would recommend the event to their friends, and 100% of students found the trips to be very safe. Another accomplishment is the increase in social media engagement, one event that attributed to this spike in engagement was The LSU Loves You event.

ASI Representative Daylin Joseph expressed positive feedback in regards to the affordable pricing of the trips and was glad that many students felt safe during the On-The-Road events.

12) Public Comment

There were no public comments.

13) Announcements

Secretary Christian Sanchez Heredia announced that he has stepped down from the LSU Board of Directors due to private matters. May 3, 2019 marks Christian Sanchez Heredia's last day as Secretary for the BOD.

Director Ortiz thanked The LSU personnel for conducting amazing events. Director Ortiz congratulated California State University Northridge who announced the campus has passed a referendum for union expansion.

14) Adjournment

Chairperson Anthony Thompson adjourned the meeting at 12:01 p.m.

Approval of minutes: _____ or _____
Secretary


Chairperson, Anthony Thompson

Date of approval: 6/1/19