

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, November 1, 2019**

**1) Call to Order and Attendance**

Chairperson, Anthony Thompson, called the meeting to order.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Nicole Rodriguez	Giselle Atallah	Ronisha Peters
Jonathan Thomas	Adam Kasadra	Melissa Bancroft	Dylan Lizarraga
Patrice Bonds	Jerry Willard	Jamie Leal	
Victor Giron	Matthew Smith		
Rihab Shuaib	Daniel Cutrone		
Erick Garcia			
Zack Ritter			
Tamala Lewis			
Christian Jackson			
Cecilia Ortiz			
Roshni Thomas			

**2) Approval of Agenda**

ASI Representative Victor Giron proposed that agenda item 9) Public Comment be open to any topic.

Due to a lack of quorum, the approval of agenda was postponed.

**3) Approval of Minutes**

Due to a lack of quorum, the approval of the October 4, 2019 minutes were postponed.

**4) Chairperson's Report**

Chairperson Thompson reported his efforts in advancing the LSU's mission by chairing the Facility Use Committee. In addition, Thompson has attended meetings with the Director and Administration.

**5) Director's Report**

Director Cecilia Ortiz reported on the success of the Great Shake Out on October 17, 2019. She cited the supportive collaboration of tenants in the evacuation of the facility. Subsequently after the Great Shake Out, two fire alarms went off in the LSU; Director Ortiz stated that the alarms were not due to a fire or smoke but maintenance on fire systems.

The LSU is in the process of updating policies and fees for rental of meeting and ballroom spaces. Policies and fees of rental spaces have not been updated since 2006-2007. The LSU has started conversations with the University regarding the University Use Agreement.

The LSU is negotiating sublease agreements with tenants in facilities such as Foundation (Dining Services, Bookstore, Wells Fargo), and the University (Office of Student Life, and Multicultural Affairs). Director Ortiz stated that the LSU expects the Vice President of Student Affairs to forward the 2019 operating budget to the President's Office for review and final approval.

Director Ortiz shared plans to renovation the Information Desk and relocation of printing stations during winter break. The Facilities Use Committee plans to explore what can be done in the food court to support dining for residential facilities opening in Fall 2020. The LSU plans to send staff and Board members to the ACUI Region I Conference at the University of Nevada, Reno.

**6) Facility Use Committee Report**

The Facility Use Committee met on October 17, 2019. The committee discussed updates to facility policies, planning for basic needs, and The Queer Culture & Resource Center advocated for a larger facility space.

**7) Finance Committee Report**

The Finance committee met on October 15, 2019. The committee discussed old business such as our long-term plan and new business, which consisted of the LSU budget summary for the first Quarter.

The committee went in-depth with regards to the LSU quarter one budget, informing members about the LSU's position and highlighting the revenues/expense categories. The Quarter 1 financial report will be presented at the November 1, 2019 Board of Directors meeting. Lastly, the committee is still being instrumental in updating the long-term financial plan.

The committee has no recommendations for the November 1, 2019 Board meeting. The next committee meeting is on November 19, 2019 at 3:30pm in the LSU.

**8) Personnel Committee Report**

The Personnel Committee met on October 25, 2019. The committee discussed adopting a new process for staff increases.

Committee discussions included Cost of Living Adjustments (COLA) as well as performance-based/merit eligibility. Discussions on this topic will continued at future committee meetings.

The committee has no recommendations for today's Board meeting. The next committee meeting is on November 19, 2019 at 10:30 am.

**9) Public Comment**

Ronisha Peters, a CSUDH Alumni, advocated for more facility space for The Queer Culture & Resource Center. Peters stated that a larger facility would allow the Resource Center to provide more workshops for students.

*Alumni Representative Erick Garcia arrives at 10:24 a.m.*

**10) Old Business**

**a. LSU Master Planning**

Director Ortiz shared an update on the LSU Master Plan. She met with the Vice President of Student Affairs on October 23, 2019 to discuss several items related to the LSU operations. The LSU seeks a greenlight from the University to move forward in signing contracts with LPA (an architect firm) and Brailsford & Dunlavy (a program partner). To commence a study on a LSU Master Plan that would initiate in the Fall 2019 semester.

What was determined is to schedule a meeting with Student Affairs, Administration & Finance. LSU and ASI representatives to discuss all of the fee proposals that are lining up on the campus. Some fees are similar in category and referendum based that could potentially discussing fee increase for students in different areas. This meeting will identify strategies and timelines to work in support of each other. Director Ortiz stated that the meeting will be held in November and that members of the BOD will be contacted to participate in the discussion.

Once the meeting is held and a greenlight is received to engage with LPA and Brailsford & Dunlavy, a schedule will be in place in development with all engagement partners. Director

Ortiz stated that the schedule is to be shared with the BOD to initiate understanding of timeline for ways to engage with students at CSUDH. These engagements will be conducted via focus groups, poster sessions, town halls, and surveys in order to receive as much input as possible from students.

*Student Affairs Manager Zack Ritter arrives at 10:28 a.m.; quorum reached.*

**2) Approval of Agenda**

ASI President Christian Jackson moved to approve the agenda for November 1, 2019. Tamala Lewis seconded the motion.

The motion passed unanimously.

***Motion passed 8-0-0.***

**3) Approval of Minutes**

ASI President Christian Jackson moved to approve the minutes for the October 4, 2019 Board meeting. ASI Representative Victor Giron seconded the motion.

The motion passed unanimously.

***Motion passed 8-0-0.***

**11) New Business**

**a. FY 19-20 Quarterly Budget Review**

Vice Chairperson Johnathan Thomas and Finance Committee Executive Secretary Jaime Leal reported on the LSU's 1st Quarter Budget Review. Vice Chairperson Thomas cited that an optimal range for the first quarter budget is between 20%-30%. Student fees are a primary source of revenue for the LSU, which the LSU budgeted at \$3.2 million. The Year to Date (YTD) for revenue has not yet been reported due to pending invoice. Executive Secretary Leal shared that the installment of fees will start when the campus census is completed, which starts October 15, 2019.

Vice Chairperson Thomas continued to highlight the remaining revenue and expenses for the 1st Quarter Budget. Commercial rent was budgeted at \$100,000 with a YTD of \$19,000. The budget range was at 19%. University rent was budgeted at \$120,000. The YTD has not yet been reported due to negotiations between union and the University. Facility rent was budgeted at \$60,000 with an YTD of \$12,700, which is in optimum range at 21%.

Operating expenses were budgeted at \$400,000 with an YTD of \$41,328, which is within 9% of budget range. Vice Chairperson Thomas states that operating expenses are in regards to supplies, printing, postage, telephone, training, travel, and other operation expenditures at the LSU. Executive Secretary Leal stated that there are less expenditures in the summer due to less students present.

Utilities and services were budgeted at \$220,000; with an YTD of \$50,000, which is at 23% and in optimal range. Repair and maintenance were budgeted at \$125,000 with an YTD of \$14,000.

Event costs were budgeted at \$120,000 with an YTD of \$53,000. The percentage is above optimal range due to proactivity in LSU activities. Salaries and benefits budget percentages are within optimal range, with students at 21%; staff at 25%, and Benefits at 22%. Contracted services (e.g. overnight custodial contract) budgeted at \$300,000 with an YTD of \$71,000, which is 29% and in range.

