

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, December 6, 2019**

**1) Call to Order and Attendance**

Chairperson, Anthony Thompson, called the meeting to order at 10:08 am.

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

**2) Approval of Agenda**

ASI Representative Rihab Shuaib moved to approve the agenda for December 6, 2019. ASI President Christian Jackson seconded the motion.

The motion passed unanimously.

***Motion passed 5-0-0***

**3) Approval of Minutes**

ASI President Christian Jackson moved to approve the minutes for the November 1, 2019 Board meeting. ASI Representative Rihab Shuaib seconded the motion.

The motion passed unanimously.

***Motion passed 5-0-0***

**4) Chairperson's Report**

Chairperson Thompson reported his efforts in advancing the LSU's mission by chairing the Facility Use Committee.

**5) Director's Report**

Director Ortiz announced that the renovation for Elevator 2 has been officially completed. Director Ortiz stated that Elevator 1, the passenger elevator located next to the bookstore and Wells Fargo, is currently undergoing renovation and will be offline until it is completed. During its renovation, Elevator 2 will be available and have full accessibility to the public until repairs are completed.

Director Ortiz reported that many projects in the LSU have been completed and that the LSU is currently lining up projects to be completed by the end of the Spring semester. Director Ortiz addressed two upcoming projects for the LSU: The Information Desk Remodel to improve access and support for printing services, and the 1910 Renovation Project.

**6) Facility Use Committee Report**

The Facility Use Committee met on November 21, 2019 to discuss the 1910 renovation and the Facility Use policy.

**7) Finance Committee Report**

The Finance committee met on November 19, 2019. The committee discussed old business such as our long-term financial plan and new business, which consisted of discussion and revisions made to the Policy on sales tax for purchases.

The committee went in-depth concerning the Policy on sales tax for purchases and reviewed revisions providing clarity when needed for the upmost transparency. Lastly, the committee was instrumental in updating the long-term financial plan.

The committee has two recommendations for the December 6, 2019 Board meeting which include; the approval of the Sales and Use tax policy with its revisions and adoption of the long-term financial plan for the LSU. The next committee meeting is on January 21, 2020.

#### **8) Personnel Committee Report**

The Personnel Committee met on November 19, 2019. The committee discussed cost of living increases for staff.

*ASI President Christian Jackson left at 10:16 a.m.*

#### **9) Public Comment**

No one from the gallery addressed the Board.

*ASI President Christian Jackson returned at 10:18 a.m.*

#### **10) New Business**

##### **a. 1910 Renovation Project**

Director Ortiz shared two main factors for the campus to renovate 1910 Café and Lounge (1910). The first factor is due to the new residential hall due to open in August 2020, which houses 500 beds. The new residential hall does not have food service operations nor kitchen units like the other housing facilities. The second factor is due to increasing enrollment on campus, which is expected to impact the food court capacity. Director Ortiz stated that the LSU also recognized the need to increase capacity for the facility as enrollment increases.

Administrators approached Foundation and they created a workgroup that narrowed down viable solutions to remodel 1910. Foundation concurrently planned kitchen redesigns, and they seek support and collaboration from LSU.

Foundation seeks approval to modify the facility by opening the wall of 1910 to the corridor, expand the 1910 patio, and change furniture in the north patio.

*Director, Facilities Planning Roshni Thomas arrived at 10:22 a.m.*

Foundation has presented a funding proposal made of three major components. The first component is for Foundation to pay for all expenses within the 1910 footprint. Expenses such as wall demo, floor and ceiling finishes, furniture, and service lines/kitchen. The second component is that Foundation pay for most expenses of the 1910 patio expansion. Expenses such as concrete and hardscaping, landscaping, electrical, etc. The third component is that Foundation and the LSU split the cost of furniture by 50%/50% only. Furniture for the 1910 patio and north patio.

*Alumni Representative Erick Garcia arrived at 10:23 a.m.*

For context, Director Ortiz shared the LSU's plans for the corridor adjacent to 1910. The LSU plans to replace booths with tables and chairs to increase use, and replace the furniture throughout the food court that has been there since 2007. This is to match newer furnishing and 1910 aesthetic, increase seating capacities wherever possible, improve flow and line management.

Director Ortiz shared that supporting this project would solve an immediate needs for students at CSUDH. She also shared other considerations for the Board such as the upcoming 2020-2021 feasibility study for union expansion and a recreational center, the necessity to plan with the Finance Committee, the lack of cost estimates and determinations on funding sources, and the pending negotiation of asset ownership with Foundation. Director Ortiz further shared rough estimates of seat count changes of the proposed project. Overall, there would be a net gain of 22 seats in the area.

*VP Student Affairs Designee Nicole Rodriguez arrived at 10:38 a.m.*

The Board viewed the 1910 Renovation Project renderings. The Board discussed support for the project but shared concerns about cost and its effects on plans for the LSU expansion. It was clarified that the project would allow for 1910's footprint to expand, potential student access and use of the space, and its ability to operate while the LSU is closed. The Board is in support of a space that could better serve students, especially residential students whom do not have access to kitchens.

*ASI Representative Victor Giron arrived at 10:54 a.m.*

The Foundation's Board of Directors has approved the remodel and finances need for the whole project scope. The LSU Board came to a consensus to authorize modifications to the 1910 space, so that Foundation can start getting permits for the renovation. The Board plans to discuss potential financial support for the project in the future.

ASI President Christian Jackson moved to approve facility modification to 1910 interior modification and 1910 exterior modification. Vice Chairperson Johnathan Thomas seconded the motion.

Alumni Representative Erick Garcia moved to amend the main motion to specify 1910 patio only. ASI President Christian Jackson seconded the motion.

The amendment passed unanimously.

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

The Board resume voting on the main motion: to approve facility modification to 1910 interior and 1910 exterior patio.

The main motion passed unanimously.

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

Director Ortiz encourage the Board to send their concerns or questions regarding discussions around furniture by Monday, December 9, 2019.

## **b. Cost of Living Adjustment**

Secretary Patrice Bonds discussed the importance of a cost of living adjustment (COLA). He stated that talent is important. Equally, it is important to support and retain such talent seeing that Los Angeles is an expensive city to live in.

The Personnel Committee proposed a 3% COLA increase for employees hired more than a year. Director Oriz clarified that the COLA increase is an expense that was budgeted. If approved, the increase will be effective July 1, 2019.

ASI President Christian Jackson moved to approve the COLA increase. Student Affairs Manager Zack Ritter seconded the motion.

The motion passed unanimously.

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

*VP Student Affairs Designee Nicole Rodriguez left at 11:24 a.m.  
Director, Facilities Planning Roshni Thomas left at 11:24 a.m.*

**c. Facility Use Policy**

The LSU currently has an overall Facility Use Policy. The proposal is to update the Facility Reservations Policy and extract it from the Facility Use Policy, as a standalone reservation policy. All other components in the Facility Use Policy will remain the same.

The main changes to the policy would involve not limiting when the LSU can make reservations. Due to the limitations, the LSU was previously unable to schedule much needed maintenance or changes in the facility. Director Ortiz clarified that she will be charged with ensuring the LSU is booking space based on operational need.

For policy clarity, the definition of CSUDH departments and on-campus groups has been updated, and added language that allows the LSU to limit the number of reservations for reoccurring assemblies. Director Ortiz stated that limits to reoccurring assemblies is a common practice within student union reservation policies. The changes are critical as the campus becomes more impacted, and with the potential expansion of the LSU. The policy would create more equity and accessibility for other groups by limiting access to groups who use the facility frequently.

Under the reservation process, updates were made on reservation booking technologies, processes, deadlines, and cancellations. Services Manager Israel Sandoval stated that the reservation deadlines would increase the ability for last minute room request. He also mentioned that the audiovisual equipment installed in meeting rooms would also decrease the setup time needed and make the booking process easier. Groups would be able to reserve spaces one-half hour after building opening until on-half hour prior to building closing. This will allow the team to schedule staff support and to ensure patrons exit the facility prior to building closure.

Secretary Patrice Bonds moved to approve the Facility Reservations Policy with the addition of item 17 indicating exceptions to the policy can be made by the LSU Director or their designee. ASI Representative Rihab Shuaib seconded the motion.

The motion passed unanimously.

***Motion passed 7-0-0***

**d. Policy on Sales and Use Tax**

Vice Chairperson Johnathan Thomas read the revisions made to the Policy on Sales and Use Tax. He stated that the policy revisions are in accordance with the California Department of Tax and Fee Administration and the Franchise Tax Board.

ASI President Christian Jackson moved to approve the Policy on Sales and Use Tax. Vice Chairperson Johnathan Thomas seconded the motion.

The motion passed unanimously.

***Motion passed 7-0-0***

**e. Long Term Financial Plan**

Finance Committee Executive Secretary Jaime Leal and Vice Chairperson Johnathan Thomas presented the LSU Long Term Financial Plan. Based on projections the Finance Committee created a ten year Long Term Financial Plan in 2016. This year, the committee reevaluated the plan to assess if the projections and assumptions are still valid; the plan presented is based on conservative data. The Long Term Financial Plan is a tool to forecast and address future needs and support the LSU mission. The Long Term Financial Plan assists in assuring that future generations of students will enjoy similar qualities and/or better qualities in the facility. It also serves as a guide for future stability by assuring that the LSU is stable in its financial growth.

Within the Long Term Financial Plan are two major items: the Revenue fund and the local Operations. Revenue Fund is the state account and its largest source of funding comes from student fee revenue. Assumptions included a 1.5% growth rate in enrollment. The actual projection for this year was a 5% in enrollment growth. However, the Finance Committee wanted to maintain a conservative assumption because a 5% growth may not be consistent in future. Executive Secretary Jaime Leal added that projections account for the Inflationary Increase per Referendum, which is \$4.00 every other year.

The LSU earns an interest from revenue funds, such as student fee account, repairs and replacement account, and construction funds. The funds generate interest, which creates additional revenue. Executive Secretary Leal stated that in 2018-2019, interest generated was about \$80,000 but the LSU projects \$25,000 per year because of fluctuations in previous years.

The debt service of the original construction of the building is expected to be paid off in 2021. There will continue to be a debt service from the 2007 expansion. The LSU incurs a general overhead for services from the Chancellor's Office. The LSU transfers an annual \$200,000 to the repair and replacement reserves. Lastly, the LSU also maintains funds in two reserves to ensure solvency: catastrophic insurance reserves and a 10% working capital.

Focusing on local operations, the operating revenue, such as student fees, covers many of operating expenses and capital improvements. The LSU assumes a 1.2% annual growth from commercial services and other services, such as the game room, facility use rentals, off campus vendor program, and printing services. The LSU invests in a Local Agency Investment Fund (LAIF), which is a low risk investment fund that brings additional income to the operations.

Some projections from the local operating expenses include a 3% increase for operating expenses, a 3% increase in salaries and wages, due to expected annual cost of living adjustments (COLA), and a 3% increase in staff benefits.

Based on actuarial studies conducted every other year, the LSU is able to project its Post Employment Benefit obligation. Depreciation projections are based on future capital purchases, fixed assets over \$5000, useful life, and future disposition. Lastly, the LSU maintains two months of prior year expenditures for reserves at the operating level.

Vice Chairperson Johnathan Thomas moved to adopt the LSU Long-term Financial Plan. ASI President Christian Jackson seconded the motion.

The motion passed unanimously.

***Motion passed 7-0-0***

**11) Public Comment**

No one from the gallery addressed the Board.

**12) Announcements**

Director Ortiz announced that the LSU Services Report was distributed to Board members. The report shows the impact of Board decisions to the campus community by sharing the use stats of recently introduced spaces. Spaces such as the Terrace Top, Nap Room, and the Mamava Lactation suite. Director Ortiz also shared that the LSU Activities Mid-Year Report was distributed to Board members highlighting feedback from student participants.

ASI Representative Rihad Shuaib attended the ACUI Regional Conference for November 14-16, 2019 and shared that it was a great experience. She suggested that the LSU consider pairing students to room together instead of with staff.

The next BOD meeting will be on February 7, 2020.

**13) Adjournment**

Chairperson Anthony Thompson adjourned the meeting at 12:04 p.m.

**Approval of minutes:**

\_\_\_\_\_ or \_\_\_\_\_  
Secretary, Patrice Bonds                      Chairperson, Anthony Thompson

**Date of approval:** \_\_\_\_\_