

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, February 7, 2020

1) Call to Order and Attendance

Chairperson, Anthony Thompson, called the meeting to order at 10:09 am.

| <u>Present</u> | <u>Absent</u> | <u>Staff</u> | <u>Guests</u> |
|-------------------|----------------------|------------------|----------------|
| Anthony Thompson | Roshni Thomas | Giselle Atallah | Matthew Alford |
| Jonathan Thomas | Daniel Cutrone | Melissa Bancroft | |
| Patrice Bonds | Matthew Smith | Jamie Leal | |
| Rihab Shuaib | Zack Ritter | Israel Sandoval | |
| Erick Garcia | Wayne Nishioka | John F. Stigar | |
| Christian Jackson | Dr. Thomas A. Parham | Victor Gonzalez | |
| Cecilia Ortiz | Dr. William Franklin | Ana Maria Celis | |
| Adam Kasarda | Makonnen Tendaji | | |
| Tamala Lewis | | | |

2) Approval of Agenda

Secretary Patrice Bonds moved to approve the agenda for February 7, 2020. ASI President Christian Jackson seconded the motion.

The motion passed unanimously.

Motion passed 7-0-0.

3) Approval of Minutes

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

The motion passed unanimously.

Motion passed 7-0-0.

4) Chairperson's Report

Chairperson Anthony Thompson reported he will be meeting with President Thomas A. Parham on Wednesday, February 19, 2020. He stated that he will continue to make efforts to recruit for next year's Board.

5) Director's Report

Director Cecilia Ortiz announced that the LSU Operating Agreement has been signed by the University President and Chancellor's Office and has been extended to June 2030. The organization can now move forward with executing contracts related to the operating agreement. The President's Office has also signed the operating budget for the current fiscal year.

Director Ortiz reported upcoming changes to nap room services. After receiving student input and collecting data for the past year, students have expressed the desire to have longer nap times. Due to their feedback, three nap pods will continue to offer twenty minutes nap sessions while two nap pods will be reprogrammed to offer three-hour nap sessions.

The LSU is currently receiving applications for a student assistant position called Operations Assistant. The organization is planning to hire three Operational Assistants for the facility operations, business and marketing areas and the application closing date is February 14, 2020.

Director Ortiz introduced to the Board two temporary employees, Temporary Administrative Assistant, Ana Maria Celis and Temporary Marketing Assistant, Victor Gonzalez.

6) Facility Use Committee Report

The Facility Use Committee has not met and is finalizing their meeting schedule.

7) Finance Committee Report

The Finance Committee met on January 28, 2020. The committee discussed updates of the facility rental fees with a presentation prepared by LSU Services Manager Israel Sandoval.

The committee discussed a Tuition Reimbursement Policy proposed by the Personnel Committee, began discussion of an EAB (Educational Advisory Board) campaign, and reviewed the quarter 2 financial report.

The committee has two recommendations for the February 7, 2020 Board meeting which include a recommendation to update facility rental fees and a proposed Tuition Reimbursement Policy.

The next committee meeting will be held on February 18, 2020.

8) Personnel Committee Report

The Personal Committee met on December 17, 2019. The committee discussed the Tuition Reimbursement policy.

9) Public Comment

No one from the gallery addressed the Board.

10) New Business

a. Tuition Reimbursement Policy

Secretary Patrice Bonds shared the importance of having a Tuition Reimbursement Policy. The benefits of the policy are to support employees' continuing education for the benefit of the LSU and to increase employee retention.

The Board discussed the merits of the proposed policy and considered appropriateness for the LSU organization. Director Ortiz stated that other CSU auxiliary organizations offer a tuition reimbursement program to professional staff. Assistant Director Engagement & Development, Melissa Bancroft, specified that the tuition reimbursement will relatively match CSUDH's tuition rate of \$2,700. Assistant Director of Business Services Jaime Leal specified that the \$2,500 cap was due to compliance with the Internal Revenue Service (IRS) limits per employee, per year.

The Board changed the 2nd paragraph of the policy to read, "The TAP shall reimburse up to \$2,500 of tuition fees per semester only. No other costs shall be reimbursed and shall remain the responsibility of the employee."

Motion by Secretary Patrice Bonds to adopt the Tuition Reimbursement Policy as amended. Second by Community Representative Tamala Lewis.

The motion passed unanimously.

Motion passed 6-0-0.

b. Facility Rental Fees Policy

The Facility Use Committee proposed a Facility Rental Fees Policy to update facility rental charges.

Services Manager Israel Sandoval presented the Facility Rental Fees Policy and Fee Schedule and noted the biggest changes were going to be the fees for the meeting rooms and ballrooms. The current fees were compared to other CSU's in the immediate area and it demonstrated that the LSU's fees were outdated and undercharging, especially for ballroom rentals.

The proposal will continue the practice of not charging recognized student clubs and organizations fees for use of meeting rooms. The structure of half-day and full-day rates will change to rates for use up to 4 hours, plus hourly rates for every additional hour. The change is intended to support increased access to meeting spaces by student organizations.

Motion by Vice Chairperson Jonathan Thomas to approve the Facility Rental Fees Policy and Fee Schedule. Secretary Patrice Bonds seconded the motion.

The motion passed unanimously.

Motion passed 6-0-0.

ASI Representative, Ribab Shuaib left at 10:59 am.

c. FY 19-20 2nd Quarterly Financial Report – Finance Committee

Vice Chairperson Jonathan Thomas and Assistant Director Business Services Jaime Leal presented the FY 19-20 2nd quarter financial report which covers October 1, 2019 to December 31, 2019.

The student union's main source of revenue is from student fees which posted within the target range. Commercial rent is within range of 41% which includes revenue from dining operations. Facility use rent is 0% due to pending negotiation of the university use agreement. Operating expenses are at 28% due to Executive Order 1000 delayed invoicing. Utilities and services are within optimal range of 54%. Repairs and maintenance expenses are at 33%. Posted event costs exceed the optimal range at 68% due to the LSU being proactive in executing service/performer contracts ahead of scheduled events. Salaries and benefits are within range for both student assistants and professional staff. Contracted services are within range of 46%. The OPEB expense is at 2% due to a pending contribution to the VEBA trust. Campus wide programs is at 0% since there have been no co-sponsorship requests for campus-wide events to date.

Capital Outlay projections were increased due the information desk remodel which now supports printing services stations and improved egress in the main corridor.

Overall, the organization is within range of projected revenues and expenses.

11) Public Comment

Matthew Alford, a Journalism major, asked why a Starbucks has not been opened on campus and what is the cost of opening a restaurant in the food court. Director Ortiz informed him that these particular questions need to be addressed to Foundation as they oversee all food service operations on campus.

12) Announcements

Director Ortiz announced the update of the BOD roster with changes to some of the designees.

Secretary Patrice Jones announced the next Board meeting will be on March 5, 2020.

13) Adjournments

Chairperson Anthony Thompson adjourned the meeting at 11:17 am.

**Approval of
minutes:**

or

Secretary, Patrice Bonds

Chairperson, Anthony Thompson

Date of approval:
