

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, October 2, 2020

1) Call to Order and Attendance

Chairperson, Anthony Thompson, called the meeting to order at 10:05 a.m. This meeting was held via video conferencing due to the COVID-19 pandemic.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Anthony Thompson	Savannah Gonzalez	John Stigar	Deb Wallace
Angel Salvador	Tamala Lewis	Jaime Leal	
Esmeralda Mendoza	Roshni Thomas	Melissa Bancroft	
Blake Anger	Matthew Smith	Giselle Atallah	
Lola White		Israel Sandoval	
Erick Garcia		Damesha McKnight	
Zack Ritter		Victor Gonzalez	
John Menary			
Deborah Robinson			
Dr. Ruttanatip			
Chonwerawong (Dang)			
Rihab Shuaib			
Katie Robinson			
Adam Kasarda			
Cecilia Ortiz			

2) Approval of Agenda

ASI Representative Blake Anger moved to approve the agenda for October 2, 2020. ASI Representative Lola White seconded the motion.

The motion passed unanimously.

Motion passed. 9-0-0

3) Approval of Minutes

Vice Chairperson Angel Salvador moved to approve the minutes from the September 4, 2020 Board Meeting. ASI Representative Lola White seconded the motion.

The motion passed unanimously.

Motion passed. 9-0-0

4) Chairperson's Report

Chairperson Thompson reported he has done whatever he can to advance the union and its mission by meeting with the director, mentoring new SAL's on the BOD, and actively recruiting. Chairperson Thompson formally requested a special meeting to consider the removal of Savannah Gonzalez from the Board.

Alumni Representative Erick Garcia arrived at 10:15 a.m.

Paused report due to time certain – LSU Audit Report FY 19-20.

9) New Business

a. LSU Audit Report FY 19-20

The LSU Audit Committee reviewed the results of the audit report on September 14, 2020. CLA Director Syed Farhan presented the financial statements and results from the LSU financial audit for fiscal year 2019-2020. CLA Director Farhan commended Director Ortiz and Assistant Director Jaime Leal for their support in the audit process. CLA Director Farhan shared that the financial

statements were prepared in accordance with government standards, and no new accounting standards were introduced. CLA Director Farhan announced that new accounting standards will be in effect by June 15, 2021.

In comparison to previous years, the balance sheet showed similar results. However, cash increased by \$400,000, accounts receivable decreased by \$55,000 – which had a positive impact on cash flow – and accounts payable decreased slightly. Student fees went up by \$310,000 due to increase in enrollment. All other sales and services, and operating revenues decreased slightly in the year. There was a slight increase expenses, the cause largely due to increases in pension and open liabilities. As a result of the 2019-2020 operations, the LSU's net position went up approximately \$480,000.

CLA did not identify any material weakness or significant deficiencies over financial reporting. CLA did note an observation, of a sublease renewal that expired in June 2018 and in the process of renewal during the fiscal year. Though lapse renewals are common, CLA Director Farhan recommends that agreements be executed timely to ensure compliance of the system wide requirements, and potentially reduce risk of misunderstanding of responsibilities and liabilities.

The board inquired about the LSU's financial strengths. CLA Director Farhan shared that the LSU had a positive fund balance and its net position went up. Seeing that the LSU did not have a deficit like typical non-profits, CLA Director Farhan stated that the LSU is in a strong financial position.

5) Director's Report

Director Cecilia Ortiz announced that Foundation will engage with a consultant to envision strategies for the dining operations. Foundation received notice from Wells Fargo with their intention to terminate its sublease. Director Ortiz announced Chief of Staff Debroah Robinson's appointment to the Board of Directors as the President's Designee.

Director Ortiz reported that a high volume of applicants applied for the Program Coordinator position. The LSU will move forward with the screening process. The LSU plans to repair a concrete patch on the lower level Southside of the facility. The LSU hosted the live streaming of the economic forecast sponsored by campus while maintaining safety measures for those present. On behalf of the LSU, Director Ortiz is meeting with the CSUDH Access and Infrastructure Committee to discuss how the LSU can support students in mix modality classes. The LSU plans to look at enrollment figures to update the LSU budget as last year the BOD approved a deficit budget. Lastly, the LSU announced that the 1910 (Café Toro) Project is in process, and contractors were identified to work on separate portions of the project.

6) Audit Report

This agenda item was skipped as it was covered during new business item 9 a.

7) Finance Committee Report

The Finance committee met on September 22, 2020. The committee discussed committee goals and plans for the upcoming year. Committee members also received training on financial terms and how to read budget and financial statements.

8) Public Comment

There were no public comments.

9) New Business

b. Board Member Responsibilities/Public Disclosure

Director Ortiz provided an overview of responsibilities for serving members of a not-for-profit Boards based on California education codes applicable to non-profits. Responsibilities of the Board

collectively gravitate around its mission, obligation of stewardship of financial resources and prudent reserves, and aware of the LSU's risk mitigation plan. Director Ortiz reviewed the duties of each Board member: duties of care, loyalty, obedience, and manage accounts.

Director Ortiz shared that the purpose and importance for disclosing individual's conflicts of interests and other affiliations.

Chairperson Thompson stated he currently has no affiliations outside of the LSU. Adam Kasarda stated he is the Director of the Student Disability Resource Center. Dr. Dang shared she is the Associate Vice President of Student Success. Katie Robinson shared she is the University Budget Officer and reviews financials of the University. Zack Ritter shared he is the Interim Associate Dean of Students. John Menary, shared he has no affiliations outside of the LSU. Vice Chairperson Angel Salvador shared he has no affiliations outside of the LSU. Debroah Robinson shared she has no other affiliations outside of the LSU. Lola White shared they serve on the ASI Board, and President of Zeta Phi Beta Sorority Inc. Esmeralda Mendoza shared they have no conflicts outside of the LSU. Rihab Shuaib shared she serves on the ASI Board, is the President of the Women's Success Alliance, and apart of Black Business Student Association. Blake Anger shared she serves on the ASI Board and serve as the Vice President of Zeta Phi Beta Sorority Inc. Erick Garcia shared he has his own law practice, serves on the CSUDH Alumni Board, and serves on the Board of other charities. Director Ortiz shared she serves on the CSU AOA AORMA committee, and serves as the ACUI Regional Director for Region I (term ending in November 2020).

c. CSUDH Master Plan

Vice President, Administration & Finance/Chief Financial Officer Deborah Wallace presented the University Master Plan. Vice President Wallace informed the Board that the Science and Innovation building was completed and a notice of occupancy was issued in December 2019. The University is in the process of ordering furnishings for the space. The Housing Phase 3 was recently completed and the University is awaiting fire marshal approval and notice of occupancy. However, due to the California wild fires, processing delays are expected. The Innovation and Instruction (I&I) building is reported to be 72% complete. The University expects an on time and on budget opening by 2021. The building will house the College of Business Administration & Public Policy (CBAPP). The University is looking to begin the process to build out the University Village Land Development Project.

The University plans to present public-private venture ideas to the Land Development Review Committee (LDRC) for 69 acres of mixed-used development. As presented at the Economic Forecast, residential development is booming, and commercial real estate has not due to COVID-19. The University is looking to develop a business park, which included eateries, restaurants, and possible medical facilities. For students, to have access to local employment with the intention to build a living learning community for students.

Vice President Wallace shared the University's interest in advocating for funds for deferred maintenance. The University added to the masters plan 23 relocations from Welch Hall and the Library, which includes space relocation of affinity centers and the addition of a Latinx Center. The University is talking about the expansion of other affinity centers and find space that is conducive around the programing of the Asian Pacific center, and ensure the Rose Black Recourse Center is able to expand their programs. The University is constrained with space and plans to find space that is conducive with the needs of students.

The University also plans to bring a landscape architect to update the north lawn, which includes an addition of a Toro sculpture.

A suggestion to present the planning or challenges around affinity center spaces was mentioned. Vice President Wallace shared her interest in partnering with LSU and ASI to discuss ideas that perhaps have not been discussed.

d. LSU Level Two Furniture Project

Director Ortiz shared that the LSU Level Two Furniture Project is near completion and pending installation. The planning for the project initiated before the pandemic, recognizing that the facility was at capacity for the population of the campus. The project served as a solution until the LSU can expand the facility and increase square footage. The solution targeted adding furnishings to increase seating capacity across the main level (level two) of the facility, from the food court to the south lounge. Safety is paramount to the LSU, thus, reopening plans are underdevelopment taking into consideration safety measures align with pandemic guidelines.

Director Ortiz presented the project scope, furniture selections and finishes. The project includes a variety of seating ranging from standard height, which is ADA accessible, and bar height furniture. The color schemes are consistent with campus colors, promoting school spirit and association with Toro Nation. Director Ortiz emphasized the LSU's long history of strong preventive maintenance. Where the LSU was able to maintain furniture that was installed in 2007 and maintain it past its useful life of 5-7 years.

The LSU received the most feedback on the booths regarding challenges to access the booths due to individuals monopolizing space and sitting on the edge (entrance of the booth). The LSU plans to offer the booths to campus partners before surveying them out.

Director Ortiz emphasized that throughout the student union there are different spaces encouraging different types of interaction. The LSU received feedback that in the food courts students demand more space to find a table and a space to eat. The LSU intention was to ensure a layout that promotes access to the seats. In the design process, the LSU takes into consideration if the furnishing or spaces are comfortable, encourages interactions, and feels like a second home for the community.

10) Public Comment

There were no public comments.

11) Announcements

Assistant Director, Engagement & Development Melissa Bancroft shared the success and short video clip of Latin Crush, a virtual adaptation of Latin Heat.

The next Board of Directors meeting will be Friday, October 9, 2020 at 10:00 a.m.

12) Adjournment

Chairperson Anthony Thompson adjourned the meeting at 11:44 am

Approval of minutes: _____ or _____

Secretary

Chairperson, Anthony Thompson

Date of approval:
