

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, November 6, 2020

1) Call to Order and Attendance

Chairperson, Anthony Thompson, called the meeting to order at 10:06 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	Roshni Thomas	John Stigar	Deb Wallace
Angel Salvador	Esmeralda Mendoza	Jaime Leal	
Blake Anger		Giselle Atallah	
Lola White		Israel Sandoval	
Erick Garcia		Damesha McKnight	
Zack Ritter		Victor Gonzalez	
John Menary		Melissa Bancroft	
Tamala Lewis			
Deborah Robinson			
Dr. Ruttanatip			
Chonwerawong (Dang)			
Rihab Shuaib			
Katie Robinson			
Adam Kasarda			
Cecilia Ortiz			
Matthew Smith			

2) Approval of Agenda

ASI Representative Lola White moved to approve the agenda for November 6, 2020. Community Representative Tamala Lewis seconded the motion.

The motion passed unanimously.

Motion passed. 9-0-1

3) Approval of Minutes

Vice Chairperson Angel Salvador moved to approve the minutes from the October 2, 2020 Board Meeting. ASI Representative Blake Anger seconded the motion.

The motion passed unanimously.

Motion passed. 10-0-0

4) Approval of Minutes

Alumni Representative Erick Garcia moved to approve the minutes from the October 9, 2020 special meeting. Community Representative Tamala Lewis seconded the motion.

The motion passed unanimously.

Motion passed. 10-0-0

5) Chairperson's Report

Chairperson Thompson reported he has done whatever he can to support the Board and the LSU mission by attending subcommittee meetings and Chair the Facilities Use Committee.

6) Director's Report

Director Cecilia Ortiz reported that the LSU has received approval to support the Toro Touchdown Space. The space is to support students in mix modality course, allowing them to attend their zoom class and lab classes with ease. A list of eligible students and hours of service is pending from the University. The LSU plans to install a tent, furniture, power generators, heating, and lighting to support the space.

Director Ortiz announced the completion of carpet installation in the Game Room. Director Ortiz reported a series of water line breaks throughout campus. The University plans to install a water pressure regulator to resolve the issue. The LSU also received an update on the 1910 (Café Toro) Project. Lastly, Director Ortiz announced that the LSU will make its final bond payment this year for the original building construction.

7) Facilities Use Committee Report

The Facilities Use committee met on October 26, 2020. The committee discussed committee goals and the 1910 project.

8) Finance Committee Report

The Finance Committee meeting met on October 27, 2020. The committee discussed the long-term financial goals and reviewed the quarterly financial report.

The committee has no recommendations for the November 6, 2020 Board meeting. The next committee meeting is on Tuesday November 17 at 10:00 a.m.

9) Public Comment

There were no public comments.

10) Old Business

a. 1910 Project Update

Assistant Director Facility Operations John Stigar updated the Board on the 1910 (Café Toro) Project. Upon the bid's expiration, Roshni Thomas and her team decided to rebid for three separate project components. Two of those three bids were awarded. The Demolition was awarded to Cal City Construction for \$496,000 and will start on November 10, 2020. Construction was awarded to PCL Construction for \$477, 296. Bids are pending for the Outdoor Patio portion of the project. The project is expected to take about 107 days and end in March 2021.

11) New Business

a. Secretary Appointment

The Board discussed tabling the BOD Secretary appointment due to eligible candidate Esmeralda Mendoza's absence.

Alumni Representative Erick Garcia moved to table agenda item 11) a. Secretary Appointment. ASI Representative Lola White seconded the motion.

The motion passed unanimously.

Motion passed. 8-0-2

b. FY 2020/2021 Quarterly Financial Report

Finance Committee Executive Secretary Jaime Leal and Committee Chair Angel Salvador presented the first quarter financial report for fiscal year 2020-2021. Executive Secretary Leal shared that the LSU operating budget for 2020-2021 was approved under the assumption that enrollment would decrease 20% and that the LSU would open in spring 2021. Enrollment has since increased and the LSU has postponed reopening. Executive Secretary Leal shared that the first quarter optimum range is between 20%-30%, actuals within range are deemed on target.

The LSU's main revenue source is student fees at 0%. Executive Secretary Leal explained that the LSU waits until enrollment is tabulated before issuing an invoice. Under the assumption that the LSU

would operate in spring 2021, the LSU expected to collect some commercial and facility use rent. However, due to minimal commercial activity impacted by the COVID-19 pandemic, commercial rent is at 4% and facility use rent is at 0%. Operating expenses is at 8% below optimum range. The LSU is in the process of evaluating technological needs to ensure staff has the equipment needed to operate. Utilities and services is at 18%, the LSU is still running the building to support remote work by ensuring workstations are on and connected to VPN. Repair and maintenance at 5% year-to-date. The focus for the maintenance team has gone to researching how and ways to support the Toro Touchdown space. Event costs is at 6%, the LSU is facilitating virtual events and the low figure is due to pending transactions to support virtual events. Participation is strong and the LSU will continue to increase and support those programs. Student salaries is below optimum range due to the budgeted spring opening. However, knowing the LSU will not reopen in spring, the LSU is exploring opportunities to bring students back in different capacities such as supporting daily operations of the Toro Touchdown space. Executive Secretary Leal noted that staff and benefits are within optimum range. Contracted services is at 16%; the custodial contract includes spraying of citra-cide and maintaining sanitation protocols for the LSU. Post-employment benefits (OPEB) is at 0% due to pending contributions to the VEBA trust. Campus wide events is below optimum range at 0%, as there was no activity in quarter one and none is anticipated for spring 2021. Within capital outlay, COVID-19 expenses is at 5% due to pending purchases for LSU reopening. The LSU is in the process of collecting bids for capital projects, thus capital purchases is at 0%. Deprecation is within optimum range at 26%. Overall, revenue is at 0% and expenses at 14% for quarter one.

The Board discussed the opportunities for furloughed student assistants to be recalled. Director Ortiz and Executive Secretary Leal shared that depending on the scope of support for the Toro Touchdown Space, the LSU would evaluate expense categories to recall student assistants. Director Ortiz anticipates that operating expense will go up, personnel expenses (i.e. salaries, wages, benefits) will remain normal, and utility expense will lower during the COVID-19 pandemic and continuing campus closure. The Board further inquired on the specifics of the Toro Touchdown Space. Director Ortiz shared the plans and diagram for the space. President Designee Deborah Robinson and Vice President of Administration and Finance Deborah Wallace clarified that the CSUDH Emergency Operations Committee (EOC) is responsible for approving use of the space. Support will be provided to students in mix modality courses whom do not have enough time between on-campus instruction to attend their online class. Director Ortiz stated that academic support is not a part of LSU typical operations. During this emergency, the LSU wishes to support in whatever way it can. Director Ortiz shared that though it is not safe to support the program indoors, an alternative location outdoors was found. Director Ortiz shared that the LSU's goal, is to move support indoors when it is safe and when the campus allows it. The LSU also plans to expand the scope of service, and gradually continue to open its doors to more and more students.

c. Annual Risk Assessment Review

Director Ortiz presented on how LSU mitigates risk. The LSU has a number of possible operating risks such as lawsuits (employee, web accessibility, and free speech), embezzlement, theft, willful property damage, slip, trip, fall injuries, event attendee injury/harm, natural disasters, active shooters, emergencies, hacking, data loss, and cyber ransom. To mitigate against such risks the LSU incorporates the following practices.

In the realm of Human Resources, written employment policies are reviewed annually. LSU attorneys send recommendations to change employment policies when new laws or updates to laws are introduced. The Personnel Committee reviews positions descriptions and updates as necessary. The LSU facilitates onboarding and exit interviews. For professional positions, the LSU conducts background/reference checks. The LSU conducts performance management before separating individuals. The LSU coordinates safety trainings and annual trainings such as unlawful harassment, ethics, and diversity.

Within Finances, the budget process starts with staff then the Director completes the proposed budget. The Finance Committee reviews the proposed budget in detail, reserve study, and long-term financial plan and forwards a recommendation to the Board of Directors. The Board of Directors approves its support, and then the budget is routed to the President's Office for review and final approval. The LSU practices transparency and participates in an annual financial audit by a third party auditor. The LSU presents quarterly financial reports to the Board. The LSU also practices financial stewardship by conducting monthly reconciliation, establishes internal controls through segregation of duties, and has an investment portfolio for reserve planning.

In order to minimize impact, the LSU has an emergency action plan. The LSU has written procedures and conducts evacuation trainings. The LSU participates in the Emergency Planning Committee and Emergency Operations Committee. The LSU has a disaster recovery plan such as the Business Continuity Plan, which was last updated in 2019. Director Ortiz noted that the plan was used during the COVID-19 pandemic.

With Information Technology Management, the LSU outsources IT to the campus. All LSU employee adhere to the responsible use of electronic resource compliance agreement. As well as participate in computer security awareness training. The LSU backups network files and the LSU is currently in the process of reviewing what is needed as employees work for home.

The LSU participates in the AORMA risk management authority. Through AORMA, the LSU buys insurance for better premiums. This insurance program allows the LSU to transfer the risk. The LSU provides hold harmless forms and discloses activities that are associated with potential harm to participants. The CSU system provides guidance for insurance language to protect the LSU's best interest. The LSU also purchases special event insurance for activities outside of typical day-to-day activity. The LSU also requires insurance for vendors or clients.

12) Public Comment

There were no public comments.

13) Announcements

Director Ortiz thanked Assistant Director Jaime Leal for his 25 years of services.

The next Board of Directors meeting will be Friday, December 4, 2020 at 10:00 a.m.

14) Adjournment

Chairperson Anthony Thompson adjourned the meeting at 11:39 a.m.

Approval of minutes: _____ or _____

Secretary

Chairperson, Anthony Thompson

Date of approval:
