

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, October 7, 2022

1) Call to Order and Attendance

Vice Chairperson Emilyn Rangel, called the meeting to order at 10:11 a.m. The meeting was held via video conferencing and in person due to the COVID-19 pandemic.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Cecilia Ortiz	Tony Jake	Damesha McKnight	Gabriel Perez
Tamala Lewis		Jaime Leal	Carly Walton
Emilyn Rangel		Amy Torres	Miguel Juarez
David Gamboa		John Stigar	Jaiden Villanueva
Edgar Mejia		Melissa Bancroft	
Dr. John Menary		Victor Gonzalez	
Mayra Soriano		Daijah Johnson	
Alex Alvarado		Alejandro Herrera	
Matthew Smith			
Nate Dotti			
Erick Garcia			

2) Approval of Agenda

President Designee David Gamboa motioned to approve the agenda with an amendment to item 8c. Advisory Committee to item 8c. Officer & Advisory Committee Chair Appointments.

Community Representative Tamala Lewis seconded the motion

The motion passed.

Motion passed. 6-0-0

ASI President Obioha Ogbonna arrived at 10:18 a.m.

3) Approval of Minutes (September 2, 2022)

ASI Representative Alex Alvarado moved to approve the minutes for September 2, 2022. Student Affairs designee Mayra Soriano seconded the motion.

The motion passed.

Motion passed. 7-0-0

4) Chairperson's Report

Chairperson's report was skipped due to Chairperson Alex Lan-Powell's absence.

5) Executive Director's Report

Executive Director Cecilia Ortiz reported that the Loker Student Union is continuing to work on hiring and filling in the vacant positions. The LSU is preparing the facility for the ACUI Conference being hosted by the LSU on November 17-19. The facility use committee will have conversations regarding the challenges and opportunities of the culture & identity centers on the campus.

Director Facilities Planning Nathaniel Dotti arrived at 10:21 a.m.

6) Personnel Committee Report

Student-at-Large Emilyn Rangel reported that the Personnel Committee met on September 13th and discussed Student-at-Large applications, setting up a survey for Student-at-Large engagement barriers, the Voluntary Telework Policy revision, the Executive Director evaluation, and received an update on the Personnel committee project. The Personnel Committee held a special meeting on September 20th to conduct Student-at-Large interviews. Emilyn shared that the committee is on its way to meeting their goals.

7) Public Comment

No public comment.

8) New Business

a. LSU Audit Report FY 2021-2022

Assistant Director Jaime Leal introduced Clifton Larson Allen who would be presenting the 2021-2022 Fiscal Year Audit Financial Statements and the results of the fiscal audit which were presented at the Audit Committee on September 22, 2022.

Audit Director Carly Walton stated that they audited the student union financial statements as of 6/30/22. They assist with drafting the statements, but management is responsible for accuracy and presentation of statements which they then express their opinion on the financial statements based on the audit.

Financial statement highlights report that the total assets increased \$742 thousand primarily due to a \$2.4 million increase in cash. Total liabilities decreased \$365 thousand primarily due to the change in the pension plan and other post-employment benefit liabilities. The total operating revenue increased \$493 thousand due to increase in student fee revenue, facility rent, commercial filming income, vending income. The operating expenses increased \$668 thousand due to the return of normal operations.

Governance communications reports that there were no significant changes to audit risk assessment and plans. Significant estimates that are presented in the financial statements include depreciation expense amounts, the fair market value of investments, the pension and OPEB liabilities. Based on their evaluation of the factors and assumptions driving the estimates they conclude that they are reasonable. The Loker Student Union is still in the process of updating agreements with the bookstore and campus dining. Relating to the final steps of the audit they do not foresee any changes to the deliverables, they will update final inquiries and procedures, once they have the management rep letter they will issue the audit report, and the 990-form preparation work is scheduled for the Spring.

b. Student-at-Large Recommendation – Personnel Committee

Miguel Juarez is a second-year student at Dominguez Hills majoring in accounting. Previous Chairperson Angel Salvador recommended Miguel to join the Board.

ASI President Obioha Ogbonna asked Miguel if they have prior experiences or involvement on campus. Miguel stated that they are in the process of joining the Accounting Society.

Student Affairs Designee Mayra Soriano asked what Miguel's interest is in joining the Board and how they will contribute. Miguel stated that they want to gain more experience by being involved in the financial aspects of the Loker Student Union. Miguel shared that they have some ideas to contribute to the student experience in the Loker Student Union.

The board voted to appoint Miguel Juarez to Student-at-Large.

The vote passed.

Vote. 7-0-0

c. Officer & Advisory Committee Chair Appointments

Miguel Juarez self-nominated as Chair for Finance Committee.

The board voted to appoint Miguel as Chair for Finance Committee.

The vote passed.

Vote. 7-0-0.

Emilyn Rangel self-nominated as Vice Chairperson for the Board.

President Designee David Gamboa moved to appoint Emilyn Rangel as Vice Chairperson. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion. 7-0-0

d. Voluntary Telework Policy

Executive Director Cecilia Ortiz shared that the Voluntary Telework Policy was adopted in the June meeting. The significant element of the policy that is sought to be changed is shifting the requirement of those employees who are eligible. The current policy states that employees must have continuously worked for the Loker Student Union for one year before becoming eligible. The intention of the policy was to use it as retention and recruitment tool. The revision to the policy would change the eligibility requirements to a one-month period of employment with the organization.

President Designee David Gamboa moved to approve. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion. 7-0-0.

e. Annual Risk Review

Executive Director Cecilia Ortiz shared that the Loker Student Union cannot operate completely risk free, but they have processes, policies, insurances, and consult with experts to mitigate risk. Risks include a slip, trip, and fall hazard. Executive Director Cecilia Ortiz shared that policy covers the entire footprint of the Loker Student Union and any activities that occur outside to a certain extent.

To mitigate any possible suits in the human resources area employment policies are established through the Employee Handbook which is reviewed annually.

In the area of finances as a public organization there are individuals and entities who have a hand in reviewing the operating budget. Staff and management of the organization inform what the present-day operating expenses are and the opportunities that are present. The budget is reviewed by the finance committee which then goes to the Board of Directors to be reviewed and for a recommendation. The recommendation then goes to the University President.

The organization also prepares for crisis management and disaster recovery through an emergency action plan which is reviewed annually. The organization practices trainings and partner with the university for simulation trainings. Management personnel participates in campus emergency planning committees.

In the IT area the organization's systems and networks are through the CSUDH system. Security is in place through annual security trainings, forms signed by employees, back-up network files, and passwords. The Loker Student Union also mitigates risk by transferring any risks of identifiable hazards through insurance programs.

f. Annual Forms

Temporary Administrative Assistant Amy Torres shared that every year Board members need to sign the Board Annual Forms. She stated she will be reaching out to Board members to sign any missing forms with a deadline to have them on file.

Alumni Representative Erick Garcia arrived at 11:10 a.m.

9) Public Comment

Jaiden Villanueva shared on the continuation of the demonstration that occurred on September 22nd she attended a meeting with President Parham and other faculty members. Jaiden shared that the students want to have a designated space in the Loker Student Union along with the other resource centers in which President Parham stated he would support the effort. Executive Director Cecilia Ortiz recommended Jaiden to join the next Facility Use Committee meeting to voice their wants and needs.

President Designee David Gamboa expressed gratitude for showing out at the DH Dodger Day. David expressed a thank you to the Loker Student Union for providing transportation for students to make the event a success.

Executive Director Cecilia Ortiz expressed thanks to Vice Chairperson Emilyn Rangel for stepping up to preside over the Board meeting.

10) Announcements

No announcements.

11) Adjournment

Vice Chairperson Emilyn Rangel adjourned the meeting at 11:20 a.m.

Approval of minutes: _____ Or _____
Secretary Chairperson, Alex Lan-Powell

Date of approval _____