

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
DONALD P. AND KATHERINE B. LOKER UNIVERSITY STUDENT UNION, INC.
BOARD OF DIRECTORS MEETING
April 12th, 2024, 10:00 a.m.-12:00 p.m.
Location: Zoom Conference or LSU Conference Room 131
Join from PC, Mac, Linux, iOS, or Android: <https://csudh.zoom.us/j/82325224842>

AGENDA

- 1) Roll Call
- 2) Approval of Agenda
- 3) Chairperson's Report
- 4) Executive Director's Report
- 5) Advisory Committee Reports
 - a. Facility Use
 - b. Finance
 - c. Personnel
- 6) Public Comment- Agenda Items
Community members are invited to share comments regarding agenzized business items only.
- 7) Old Business
 - a. **Establishment of a Personnel Plan – Personnel Committee**
Expected action to institute a personal plan that supports organizational goals by establishing a compensation philosophy to include a grade structure with salary ranges and merit-based increases, adding two new professional positions, updating existing positions' descriptions, and completing equity adjustments.
- 8) New Business
 - a. **Student-at-Large Director Seat – Personnel Committee**
Consideration to vacate a seat held by a student-at-large in accordance with the corporation's bylaws.
 - b. **FY 2023-2024 Budget Adjustment – Finance Committee**
Expected adjustment to the FY2023-2024 Operating Budget to address the impact of enrollment falling below projection.
 - b. **Executive Director Evaluation – Personnel Committee**
Initiation of Executive Director Evaluation: Overview
- 9) Comments
 - a. Public Comment
Community members are invited to address the board regarding any topic. Two-minute limit per individual.
 - b. Board Director Comment
Each board member has an opportunity to raise discussion regarding organizational matters.
 - c. Announcements
Board members will share relevant announcements.
- 10) Adjournment

**DONALD P. & KATHERINE B. LOKER STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
BOARD OF DIRECTORS MEETING**

AGENDA ITEM REPORT

Presented to: Board of Directors Date: March 21, 2024

Subject: Personnel Plan Establishment Attachments: Yes
Item Type
(Circle One): Action

Prepared by: Natalie Tapia
Committee: Personnel Committee

BACKGROUND:

The Personnel Committee initiated a project to establish a personnel plan for the corporation. The project was initiated in the 2023/24 fiscal year and is now ready for Board consideration. The purpose is to ensure equitable treatment of employees and to improve LSU's ability to attract and retain top talent. Without a personnel plan LSU management does not have guidance from the Board of Directors to inform compensation decisions, or clear incentives to drive performance.

The committee has engaged a CSU AOA engagement partner intimately familiar with the niche positions in this of CSU auxiliary organizations. For your consideration, a comprehensive proposal has been developed to address:

- A compensation philosophy (Appendix A)
 - Compensation philosophies promote fairness and equity within the organization. It ensures that employees receive equitable pay for their contributions and responsibilities, and it minimizes discrepancies that could lead to dissatisfaction or legal challenges. Approval of the compensation philosophy will support fairness and equity within the organization and ensures employees are recognized for their contributions and responsibilities.
- A grade structure with salary ranges (Appendix B)
 - Salary ranges help employers control their pay expenses and ensure pay equity among employees. It is critical that employers have rational explanations for why they pay their employees a certain rate, and defined salary ranges help accomplish that. Approval of the salary ranges will allow the organization to Utilize this tool to categorize and identify grades and ranges for positions.
- Equity adjustments (Appendix B)
 - Per findings after a review of current compensation across all professional positions
- Addition of two professional positions (Appendices C and D)
- Moving from a cost-of-living adjustment (COLA) only to a COLA plus merit program beginning in the 2024 – 2025 fiscal year (Appendix E)

Approval of the proposal will support retention of talent, workforce stability, ability to manage present-day scope of LSU operations, programs, and services,

Note that updating of existing position descriptions is a part of this project. That component will be ready for Board review at the May meeting.

APPENDIX A (PERSONNEL PLAN)

LSU Compensation Philosophy

To attract, retain and motivate employees to excel by providing market compensation opportunities based on performance, while adhering to the strictest principles of fairness and equity. To achieve this, we have set our grade midpoints to reflect the 60th percentile of the blended market rate. This reflects the fact that we compete for talent in both a for-profit and nonprofit labor market.

Loker Student Union, Inc.

Revised March 27, 2024

Option 3: 7 Grade Structure

Based on 60th Percentile Base Salary Market Rates-Blended Data, Midpoints based on 60th P data

All range spreads 80-120% of midpoint

Title	Grade #	Minimum	Midpoint	Maximum
Executive	7	\$141,526	\$176,908	\$212,289
Senior management	6	\$112,530	\$140,662	\$168,795
Middle management	5	\$88,399	\$110,499	\$132,599
First-level management	4	\$66,423	\$83,029	\$99,635
Experienced	3	\$57,275	\$71,594	\$85,913
Intermediate	2	\$55,734	\$69,667	\$83,600
Entry-level	1	\$44,354	\$55,443	\$66,532

Donald P. & Katherine B. Loker Student Union Inc.

Job Description

Job Title: Executive Assistant

Reports To: Executive Director

FLSA Status: Non-Exempt

Summary

Under the supervision of the Executive Director, the Executive Assistant is responsible for providing personal and confidential assistance to the director and serving as liaison to the Board of Directors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Completes a broad variety of administrative tasks for the Director including managing an extremely active calendar of appointments, composing and preparing correspondence that is sometimes confidential.
- Arranging complex and detailed travel plans, itineraries, agendas and plans. Schedules meetings and manages Director's calendar. Provides "gatekeeper" role for direct access to the Director's time.
- Communicates directly and on behalf of the Director, with Board members, campus administrators, LSU staff and campus personnel.
- Ensures inquiries, correspondences, calls and calendar requests are responded to in a timely manner.
- Completes critical aspects of deliverables with a hands-on approach, including preparing a variety of communications and documents including drafting general correspondence, agendas, minutes, presentations, scripts, charts, graphs, materials, and other tasks to facilitate the Director's ability to lead the LSU.
- **Maintains corporate files including oversight of imaging, storage and record retention and disposition. Responds to and manages public records requests.**
- Serves as the Director's administrative liaison to the Board of Directors; communicates with board members, CSUDH President's office, Vice-Presidents, and board officers on behalf of the Director. Coordinates Board of Director fellowship activities.

APPENDIX C

- Adheres to compliance with applicable board bylaws, operating policies and procedures to ensure appropriate organizational protocols are understood and followed. Manages the process of board member nominations, appointments, renewals etc.
- Prepares, assembles, disseminates and ensures proper posting and retention of board agendas and materials. Attends board meetings, takes notes, prepares, and disseminates meeting minutes. Researches and maintains as requested on board protocols, history and relationships.
- Provides input to the content of the board website and membership information. Advises on historical actions taken to change bylaws, articles of incorporation, and other corporate instruments. Researches materials upon request regarding past board actions, CSU and/or university matters related to the corporation. Maintains board member profiles. Coordinates annual board director orientations/retreats, trainings, meetings, events, and awards process.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university in Administrative Management, Human Resources or a related field; and 5 years of related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret technical journals, and financial reports /statements. Ability to respond to common inquiries or concerns from team members, client, regulatory agencies, or outside financing sources. Ability to effectively present information to top management, public groups, and/or boards of directors

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Regularly exercises discretion and independent judgment.

APPENDIX C

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel Word, PowerPoint and Outlook and an understanding of cloud based applications.

Certifications Licenses & Registrations

None required

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Donald P. & Katherine B. Loker Student Union Inc.

Job Description

Job Title: Information Support Technician

FLSA Status: Non-Exempt

Reports To: Assistant Director, Business Services

Summary

Under the general supervision of the Assistant Director, Business Services the Information Technology Support Technician is a position responsible for providing technical assistance and support for optimal operation of computer systems, hardware, software, and network related issues for the Loker Student Union (LSU).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Responds to inquiries from Information Technology users and troubleshoots hardware and software issues promptly. Assists with operating systems, applications, network connectivity, security, printers, and other peripherals to ensure efficient computer usage.
- Installs, configures, and upgrades desktop hardware components, operating systems, and software applications for student employees and staff. Ensures compatibility, system stability, and adherence to university policies and security standards.
- Provides guidance and support in effectively utilizing desktop hardware and software systems. Delivers training sessions, shares best practices, and promotes data backup strategies to enhance user skills and productivity.
- Performs routine maintenance tasks such as system updates, patches, and software upgrades. Monitors system performance, identify areas for improvement, and recommend solutions to optimize desktop functionality.
- Troubleshoots network connectivity issues for employees, collaborating with the university's network team to resolve problems and ensure reliable connectivity. Assists in maintaining a secure computing environment.
- Serves as primary point of contact with Institution for IT related matters. Ensures compliance with applicable University and CSU System IT related policies.
- Creates, modifies, and disables user accounts in accordance with university policies. Manages access privileges, password resets, and security permissions for various systems and applications used by student employees and staff.
- Maintains accurate records of hardware inventory, including deployment, repairs, and replacements within the student organization. Assists in asset tracking, license management, and hardware disposal procedures.

Supervisory Responsibilities

Directly supervises 1 student Technology Assistant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. S.) from four-year college or university in Information Technology or a related field; and 3 years of related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret technical journals, and financial reports /statements. Ability to respond to common inquiries or concerns from team members, client, regulatory agencies, or outside financing sources. Ability to effectively present information to top management, public groups, and/or boards of directors

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Regularly exercises discretion and independent judgment.

Computer Skills

To perform this job successfully, an individual should have proficiency troubleshooting windows and macOS operating systems, hardware components, and software applications. Strong knowledge of networking concepts, TCP/IP, DNS, DHCP, and VPN. Familiarity with Active Directory, Exchange, and other directory services. Experience with remote support tools and ticketing systems.

Certifications Licenses & Registrations

Relevant certifications (e.g., CompTIA A+, Microsoft Certified Desktop Support Technician) are a plus.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPENDIX D (PERSONNEL PLAN)

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

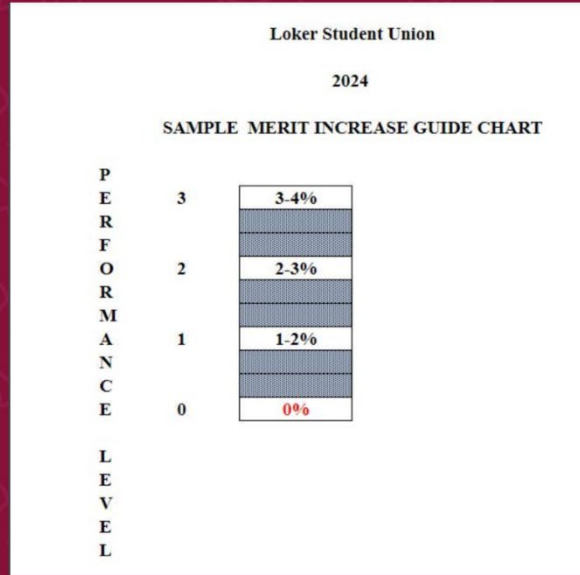
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PROPOSED MERIT-BASED INCREASE SCALE

Merit Based Increases + COLA

- Recommendation:
 - Meets expectation: **1%**
 - Exceeds expectation: **2%**
 - Outstanding: **3%**



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CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
BOARD OF DIRECTORS MEETING**

AGENDA ITEM REPORT

Presented to: Board of Directors Date: April 12, 2024

Subject: FY 2023-2024 Budget Adjustment Attachments: No
Item Type
(Circle One): Action

Prepared by: Jaime Leal
Committee: Finance Committee

BACKGROUND:

Presentation of a budget adjustment to the FY2023-2024 Operating Budget to address the impact of enrollment falling below projection. The budget adjustment is presented to the LSU Board of Directors for consideration and approval.

COST-BENEFIT ANALYSIS:

Approval of the adjustment to the operating budget will allow the organization to fulfill the following:

- **Balance the current year operating budget using local operating reserves.**
- **Maximize funds at the Stateside revenue fund level.**
- **Meet its Debt Service Coverage Ratio at 1.10.**

RECOMMENDATION:

To approve a budget adjustment by accessing local operating reserves in the amount of \$16,000 to balance the current year operating budget and meet the Loker Student Union debt service coverage ratio at 1.10.