

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, November 2, 2018**

**1) Call to Order and Attendance**

Chairperson Anthony Thompson called the meeting to order at 10:06 am.

| <u>Present</u>            | <u>Absent</u>    | <u>Staff</u>     | <u>Guests</u>  |
|---------------------------|------------------|------------------|----------------|
| Anthony Thompson          | Roshni Thomas    | Giselle Atallah  | Olympia Woods  |
| Johnathan Thomas          | Dr. Stephen Rice | Melissa Bancroft | Carlos Medina  |
| Christian Sanchez Heredia | Nicole Rodriguez | Jaime Leal       | Gania Figueroa |
| Kelsie Shawver            | Tamala Lewis     | John Stigar      | Ken O'Donnell  |
| L. Celina Valadez         | Matthew Smith    |                  |                |
| Daylin Joseph             | Richard Chester  |                  |                |
| Erick Garcia              |                  |                  |                |
| Daniel Cutrone            |                  |                  |                |
| Christian Jackson         |                  |                  |                |
| Cecilia Ortiz             |                  |                  |                |
| Adam Kasarda              |                  |                  |                |

**2) Approval of Agenda**

Student-at-Large Christian Sanchez Heredia moved to approve the agenda for the November 2, 2018 board meeting. Alumni Representative Erick Garcia seconded the motion. The motion passed unanimously.

*Motion passed 8-0-0.*

**3) Approval of Minutes**

Academic Senate Representative Daniel Cutrone moved to approve the minutes for the October 5, 2018 board meeting. Secretary Kelsie Shawver seconded the motion. The motion passed unanimously.

*Motion passed. 8-0-0.*

**4) Chairperson's Report**

Chairperson Anthony Thompson reported that he has attended all subcommittee meetings. He assisted in creating a recruitment flyer for subcommittees, assisted in scheduling the ad hoc feasibility study for union expansion committee, and participated in further discussions related to Starbucks.

**5) Director's Report**

Director Cecilia Ortiz reported that a LSU delegation of students and staff will attend the ACUI Region I conference on November 15-17 in San Diego, CA. The delegation will include two students from the Board of Directors, four student assistant employees, and three professional staff employees. Related to programs and activities, Director Ortiz informed that some changes were made to the noontime concerts, such as type of music performed and change to the event location. Director Ortiz emphasized the success of the concerts, since the program's move to the food court; noting it provided good ambiance. Director Ortiz reported that the On the Road Trips have done well. The LSU activities team is working to create a schedule of when and type of trip offered that are ideal for the students.

Director Ortiz reported that LSU room 215 – the new home of The Village LGBTQIA2 + Resource Center – is almost ready. Next steps include a walkthrough of the space and receiving keys prior to turning over the space. Next to complete is the club and organization storage space; the storefront will need to change so that club and organizations can have access from the outside. The nap room is nearly complete; the physical equipment is ready however, the technology is not. The projected opening will be the spring 2019 semester, staffed by student employees. Director Ortiz reported that

the LSU is in the process of generating its annual report, that is distributed to the Board of Directors and other community members. Lastly, with the increased population of students, the LSU has seen an increase in the amount of trash produced which impacts trash pickup and cost associated with it. The LSU is reviewing it to determine a best course of action.

**6) Personnel Committee Report**

The personnel committee met on October 8, 2018. The committee finalized its 2018-19 academic year goals. The committee will continue to develop a strategy to meet each goal.

Additionally, the committee discussed and workshopped two recommendations on the November 2, 2018 Board of Directors meeting agenda: EIA/CSURA Plan Options Selection, and 2018-19 Cost of Living Adjustment.

The next committee meeting is on Monday, November 5, 2018.

**7) Finance Committee Report**

The finance committee met on October 17, 2018. The committee reviewed their committee recruitment flyer, reviewed the LSU first quarter budget report, discussed the LAIF (local agency investment fund) resolution update, discussed revisions to the hospitality policy, and conducted some financial statement ratio analysis.

The committee had two recommendations for the November 2, 2018 board meeting: the first quarter budget report, and Hospitality Expense Policy revisions. The next committee meeting is on November 14, 2018 at 3:00pm in LSU room 323.

**8) Facility Use Committee Report**

The facility use committee met on October 12, 2018. The committee reviewed their goals for the 2018-2019 year, added a new student member to their roster – Gania Figureoa, discussed the Starbucks update, and went over the building counts and daily utilization.

The committee had no recommendations for board meeting. The next committee meeting is on November 16, 2018 at 3:00pm in LSU room 113.

**9) Ad Hoc Committee Report**

The committee has not met thus has no report to share with the board.

**8) Public Comment**

There were no public comments.

**9) Old Business**

**a. BOD Goals for the Year**

Chairperson Anthony Thompson opened the floor to discuss or review the BOD goals. The board had nothing to discuss.

**10) New Business**

**a. Quarter 1 Budget Review**

Finance committee Executive Secretary Jaime Leal and committee member Carlos Medina presented the fiscal year 2018-2019 first quarter financial review with year-to-date figures. The optimum range for the first quarter is 20%-30%. Student fees is at 0%; the LSU has yet to collect

the first installment of student fees. The LSU waits for census to occur to inform enrollment figures before billing the university. University rent is at 0%; the LSU will negotiate with the University. Commercial rent is at 18%; the Campus Dining portion of the revenue is being calculated thus not reflected in the figures. Misc. income is at 100%; the LSU is in a pulled insurance program with auxiliaries throughout the system, when claims are low the program distributes monies back to the auxiliaries in the form of dividends.

Operating expenditures are at 11%, and utilities and services are at 19%; the first quarter encompasses the summer months were operating yields low costs, the LSU should see an increase within the second quarter. Event cost is at 46%, and Campus wide programs are at 36%; primarily due preplanning of fall semester events. Other Post-Employment Benefits (OPEB) is at 1%; the LSU is pending a contribution to the VIBA trust. Leasehold improvements, and budgets capital purchases are at 0%; LSU plans to acquire quotes for upcoming projects.

**b. Hospitality Expense Policy Revision**

The CSU system recently made changes to their hospitality policies that prompted the finance advisory committee to review the LSU's Hospitality Expense Policy to align with the changes. The policy without the edits proposed does align with CSU policy, however the committee took this opportunity to strengthen the Hospitality Expense Policy.

Vice Chairperson Johnathan Thomas moved to adopt revisions to the Hospitality Expense Policy. ASI President Christian Jackson seconded the motion.

ASI President Christian Jackson moved to amend the policy to strike "any person or" which reads as follows, "Gifts of public funds to entity, public or private." The motion was seconded by Student-at-Large Christian Sanchez-Heredia. The motion passed unanimously.

***Motion passed. 8-0-0.***

The motion to adopt revisions to the Hospitality Expense Policy was taken to a vote. The motion passed unanimously.

***Motion passed. 8-0-0.***

**c. Resolution To Opt Into The Excess Insurance Authority (EIA) Health Plan, Self-Insured Benefits Program Through Membership In Benefit Users Group  
Resolution to join self-insured benefits program.**

The LSU is a member of the Auxiliary Organization Risk Management Authority (AORMA). AORMA has previously made resolutions to join the Benefit Users Group. The AORMA committee with the Alliance team – who manage the LSU's insurance program – has shopped around benefits programs that would benefit the auxiliaries. They were able to gain acceptance to the Excess Insurance Authority (EIA) of California – the largest pool for public agencies. With that, they are able to get better rates for the CSU auxiliaries.

The AORMA committee will discontinue the program that has been offered. Auxiliaries can continue with the program on their own, however rates will be higher than current. Alternatively, the LSU can adopt a resolution to join the new program, as members of the Benefits Users Group to be included into the EIA Health Plan.

Secretary Kelsie Shawver moved to adopt the Resolution To Opt Into The Excess Insurance Authority (EIA) Health Plan, Self-Insured Benefits Program Through Membership In Benefit Users Group. Christian Sanchez-Heredia seconded the motion. The motion passed unanimously.

***Motion passed. 8-0-0.***

**d. EIA/CSURMA Portfolio Selections**

Secretary Kelsie Shawver presented the dental and vision plan option B to the board. She stated that the personnel committee reviewed all options and settled on these options as they are the best value for the money spent. If approved the plans will be effective January 1, 2019.

Dental Plan Option B would decrease the deductible paid, basics services would increase from 50% coverage to 80% coverage, and major services such as crowns and restorations would increase from 50% coverage to 80% coverage. All other major services will stay at 50%.

Vision Plan Option B in network services and cost will stay the same, out-of-network services the plan will cover slightly more than the current benefits plan. Employees would also have the opportunities to get lenses every 12 months instead of every 24 months.

Secretary Kelsie Shawver stated that the organization would pay less for vision and dental and provide more benefits to employees.

Secretary Kelsie Shawver moved to select EIA Dental Plan B and Vision Plan B. Johnathan Thomas seconded the motion. The motion passed unanimously.

***Motion passed. 8-0-0.***

**e. 2018-19 Cost of Living Adjustment**

The personnel advisory committee has recommended to the board to approve a 3% cost of living adjustment (COLA) for professional employees that worked for the LSU as of July 1, 2017.

Director Ortiz clarified that the COLA increase is a budgeted expense. Vice Chairperson stated that the finance committee calculated liquidity and cash ratios to ensure that the LSU has enough cash to cover these liabilities.

Secretary Kelsie Shawver moved to approve a 3% cost of living increase for all LSU professional staff employed since July 1, 2017. Academic Senate Representative Daniel Cutrone seconded the motion.

Alumni Representative Erick Garcia moved to amend the motion to include language that pay will be retroactive to July 1, 2018. Christian Sanchez-Heredia seconded the motion. The motion passed unanimously.

***Motion passed. 8-0-0.***

The motion to approve a 3% cost of living increase for all LSU professional staff employed since July 1, 2017, retroactive to July 1, 2018 was taken to a vote. The motion passed unanimously.

***Motion passed. 8-0-0.***

**13) Public Comment**

There were no public comments.

**14) Announcements**

Homaira Masoud accepted a position at CSU Fullerton and is no longer with the university. Director Ortiz congratulated her and thanked her for her service to the LSU.

The next Board of Directors meeting is December 7, 2018 at 10:00 am in LSU room 324-325. Following the board meeting, the LSU Holiday Luncheon will be held.

**15) Adjournments**

Chairperson Anthony Thompson adjourned the meeting at 11:07 am.

Approval of minutes:  or \_\_\_\_\_  
Secretary, Kelsie Shawver Chairperson, Anthony Thompson

Date of approval: 12/7/18