

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Special Meeting Minutes ♦ Wednesday, March 9, 2022

1) Call to Order and Attendance

Chairperson Angel Salvador, called the meeting to order at 9:17 a.m. The meeting was held via video conferencing due to the COVID-19 pandemic.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Angel Salvador	David Gamboa	Jaime Leal	
John Menary	Shayna Sanders	Melissa Bancroft	
Tamala Lewis	Erick Garcia	Victor Gonzalez	
Jonathan Molina Mancio	Katie Robinson	Damesha McKnight	
Zack Ritter	Adam Kasarda		
Dr. Ruttanatip	Roshni Thomas		
Chonwerawong (Dang)			
Cecilia Ortiz			
Matthew Smith			
Christopher Hendrix			
Obioha Ogbonna			

2) Approval of Agenda

ASI President Jonathan Molina Mancio approved the agenda on March 9, 2022, and Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 6-0-0

3) New Business

a. Marketing & Communications Specialist

Executive Director Cecilia Ortiz presented the Marketing & Communications Specialist position description. The scope of work encompassed marketing and communication strategies, supervision of graphic and web designers, and campaign management. The establishment of a new professional position provided support to the Assistant Director, Engagement and Development in supervising the department, continuing to advance outreach and marketing.

The Finance Committee reviewed the position and financial impact. The establishment of the Marketing & Communications Specialist position bore minor differences in compensation compared to the current temporary employee fulfilling the role.

ASI President Jonathan Molina Mancio moved to approve the Marketing & Communications Specialist position. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 7-0-0.

b. Business Operations Manager

Executive Director Ortiz presented the Business Operations Manager position description. The position provided support to the Assistant Director with business and commercial services. The scope of work encompassed payroll, supervision, general accounting, and purchasing.

The Finance Committee reviewed the position and financial impact. The establishment of the Business Operations Manager bore no significant difference in compensation compared to the Office

Manager role. As the Office Manager role preformed many of these duties on a day-to-day basis, however, the job description was outdated.

ASI President Jonathan Molina Mancio moved to approve the Business Operations Manager position. Community Representative Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 7-0-0.

c. Master Planning Redirect

Executive Director Ortiz provided a review of the LSU Master Planning from 2017 through 2020. In 2017, the board established a CU301 reserve account with an initial fund of \$500K for future capital projects. The current amount \$545,682.23, due to the interest it accumulated over time. In 2018, the Ad Hoc Committee initiated the master planning process, the scope included a union expansion and a Recreation/Wellness Center. The committee moved forward with selecting a programming and architecture partner. In 2019, the Board allocated \$200K from the CU301 account to fund engagements with Brailsford & Dunlavey and LPA the identified programming and architecture partners. In 2020, the COVID-19 pandemic created a shutdown and caused a pause to master planning.

Executive Director Ortiz encouraged the board to consider revisions to the scope of the master planning. Because the University has recently led a Health and Wellness Center project and the LSU was interested in a New Landscape project. Executive Director Ortiz presented two proposed phases.

Phase 1- Vision & Objectives. Phase 1 initiates the project and focuses on the mission, preliminary analysis, and support/documentation for the project.

Phase 2- Project Definition. Phase 2 focuses on the existing condition of the facility & site analysis, outline programming, capital budgeting and financing, and demand analysis. Any remaining optional services would be proposed through campaign process and subcontracting consultants.

If the New Landscape project is approved, a fixed fee for Phase 1 and Phase 2 would be \$157,950 with an additional reimbursement not exceeding \$4,760.

By spring 2027, construction is anticipated to end with a grand opening by fall 2027. The intention of the proposal was to allow the LSU to remain relevant and functional to future students as the population continues to increase.

Next steps included LSU management to execute a contract with Brailsford & Dunlavey, the Executive Committee to identify the project steering committee, and initiate the project. Progress reports of the New Landscape project would be provided during future Board meetings.

Academic Senate Representative Dr. John Menary left at 9:55am.

ASI President Jonathan Molina Mancio questioned if the LSU would have enough funds to cover the project fee of \$157,950. The Board discussed where the funds would be allocated from. Executive Director Ortiz shared the process which allows the LSU to determine how much it would cost if the expansion does occur and if students support the fee. Chairperson Angel Salvador commented that the LSU should have enough money for the down payment of the expansion. However, he cautioned and advised the LSU to produce ways to sustain the project to its completion by either increasing

LSU student fees or find alternatives. Executive Director Cecilia Ortiz stressed the importance of the project because the facility needs to change to keep up with the increase of the student population and their future needs.

4) Adjournment

Chairperson Salvador adjourned the meeting at 10:04 a.m.

Approval of minutes: _____ Or _____
Secretary Chairperson, Angel Salvador

Date of approval _____