

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, June 3, 2022**

**1) Call to Order and Attendance**

Chairperson Angel Salvador 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><b>Present</b></u>	<u><b>Absent</b></u>	<u><b>Staff</b></u>	<u><b>Guests</b></u>
Angel Salvador	Christopher Hendrix	Jaime Leal	Edgar-Mejia Alezano
Shayna Sanders	John Menary	Melissa Bancroft	Alejandro Herrera
Alex Lan-Powell	Erick Garcia	Victor Gonzalez	Viviana Juarez
Obioha Ogbonna	Mayra Soriano	Giselle Atallah	
David Gamboa	Tony Jake		
Cecilia Ortiz			
Nate Dotti			
Adam Kasarda			
Matthew Smith			

**2) Approval of Agenda**

This item was skipped due to lack of quorum and was revisited once full quorum was gained.

**3) Approval of Minutes**

This item was skipped due to lack of quorum and was revisited once full quorum was gained.

***AVP, Student Life/Dean of Students Matthew Smith announced Vice President of Student Affairs Dr. William Franklin appointed him as Designee for the LSU Board of Directors.***

**4) Chairperson's Report**

Chairperson Angel Salvador communicated with Vice Chairperson Shayna Sanders and Secretary Alex Lan-Powell to wrap up business for the year. Chairperson Angel Salvador prepared to send the mission of student success onto the next appointed chairperson for the next academic school year as his term comes to an end.

**5) Executive Director's Report**

Executive Director Cecilia Ortiz reported that the LSU begun creation of the proposed budget for the upcoming fiscal year. Assistant Director Jaime Leal begun the financial audit process with CLA firms. Executive Director Ortiz announced that as the semester is ends there were facility improvements scheduled, such as painting of the lower level.

Executive Director Cecilia Ortiz shared a message on behalf of Dean of Students Matt Smith, encouraging board members who have not yet completed the Executive Director's Evaluation to do so by no later than June 10, 2022.

**6) Facility Use Committee Report**

Secretary Alex Lan-Powell reported that the committee did not meet, however he has gathered ideas from students for the underutilized space next to the University Bookstore.

**7) Finance Committee Report**

Finance Committee Chair Shayna Sanders reported that the committee met on May 25, 2022, and discussed updates from the Health and Wellness Center, and discussed the impact of the economic relief policy proposed by the Personnel Committee.

**8) Personnel Committee Report**

Chairperson Angel Salvador reported that the personnel committee has been constantly meeting to discuss business regarding board recognition, operating budget for the next year, and other personnel items.

## **9) Public Comment**

Support Services Coordinator Giselle Atallah read a letter from Building Maintenance Supervisor Geovany Paiz regarding agenda item 11 c. 2022 Economic Relief Supplemental Pay Policy.

“Hello all members and guests,

First off, I want to say thank you for taking the time to consider incentivizing those who have worked diligently throughout the pandemic. As you consider this policy and deliberate on approving it, I want to bring up some changes that I believe need to be made.

It is stated that the main goal is to give an incentive to those who worked diligently as full-time employees during the pandemic. However, the eligibility requirements do not reflect that. This proposal states that one must be a current full-time employee as well as not have placed a letter of resignation as of the day this policy is enacted.

It is my honest opinion that if this had been a true show of appreciation for our efforts dedicated during the pandemic, it should not matter if we are no longer with the organization or if we have already put in our resignation letter. This is appreciation for the work we have done in the past, regardless of where our paths for personal growth and development have taken us or may take us soon. I believe the change needed would be to modify the eligibility requirements to include those who were full-time employees and were continuously employed for at least 18 months from the start of the pandemic (March 2020) and throughout the social justice demonstrations, supply-chain shortages, global economic disruptions, and sharp cost of living increases that we have faced for the last 2 years.

I hope you take my suggestion into consideration so we can show appreciation to everybody who played a key role during these difficult times.

Thank You,  
Geovany Paiz”

Support Services Coordinator Giselle Atallah echoed Mr. Paiz’s sentiments and strongly encouraged the board to consider modifying the eligibility requirements to encompass all professional staff who served those 18 months, starting March 2020. Employees who were the reason the operations continued, and new services introduced that support students in an unprecedented fashion. They made visions into reality, while facing health risks, limited resources, and time constraints. They upheld our mission and continue to live the LSU core values.

## **10) Old Business**

### **a. Café Toro Construction Fund**

Assistant Director Jaime Leal restated the information from the last meeting about the condition of the patio as it stands today. The foundation is looking to use the remaining \$218,487 funds to enhance the patio to match the overall LSU branding and make the patio more suitable for students and guests.

### **b. Organizational Goals Approach**

Executive Director Cecilia Ortiz reported the interest of board members wanting to explore a multi-day retreat with consideration that it is local. The multi-day retreats will be for two days during business hours on site. The objective of the retreat is for team bonding to establish a working

rapport and comfort challenging ideas. Therefore, including board members processing (COI, forms, photos) and board protocols training (AOI, Bylaw, roster, resources, agendas, minutes). Along with informing the responsibilities of not-for-profit board members (roles of governance and management) and the role of the college union. The retreat will also provide Parli-Peo training, DEI training and debates practice. The retreat will help get items on committee and board agendas; BOD identifies aspirational goals for the year will be discussed. Lastly emphasizing on the state of the Loker Student Union (management report of LSU mission, Long-term goals, operational goals for the year).

***ASI Representative Edgar Mejia-Alezano arrived at 10:55 a.m.  
Quorum was gained.***

**10) Old Business**

**a. Café Toro Construction Fund**

University President Designee David Gamboa moved to approve the proposed Café Toro Construction Fund. Secretary Alex Lan-Powell seconded the motion.

The motion passed.

***Motion passed. 6-0-0***

**2) Approval of Agenda**

University President Designee David Gamboa moved to approve the agenda on June 3, 2022. Secretary Alex Lan-Powell seconded the motion.

The motion passed.

***Motion passed. 6-0-0***

**3) Approval of Minutes**

University President Designee David Gamboa moved to approve the minutes for May 6, 2022. Secretary Alex Lan-Powell seconded the motion.

The motion passed.

***Motion passed. 6-0-0***

**11) New Business**

**a. Human Resources Generalist & Executive Assistant Position**

Executive Director Ortiz provided a position description of the Human Resources Generalist and Executive Assistant position. The position description was updated to attract talent consistent with current organizational needs. The Personnel Committee will review and make any revisions to the new format for position description. If approved the LSU will post the position immediately.

University President Designee David Gamboa moved to table agenda item 11a. Human Resources Generalist & Executive Assistant Position. Secretary Alex Lan-Powell seconded the motion.

The motion passed.

***Motion passed. 6-0-0.***

**b. Educational Assistance Benefit Program**

Executive Director Ortiz presented the Education Assistant Benefit Program which is intended to replace Tuition Reimbursement Policy. What differed from the Tuition Reimbursement Policy is that The Education Assistant Benefit Program is a benefit rather than an application process. All regular

full-time management and non-management employees are eligible for the program after completion of at least thirty (30) days of employment. Executive Director Ortiz shared that based on the current policy, tuition reimbursement is based on allocated funds in a given per fiscal year, and the organization did allocate funds for the current fiscal year. However, the LSU has experience administrative roadblocks in launching the application process, in addition is concerned that one day a situation may arise where the allocated budget is insufficient for the number of employees applying. Thus, the Personnel Committee recommended changes from a policy to be a benefit to employees.

ASI Representative Edgar Mejia-Alezano asked if eligibility is based on what type of financial aid received or letter grade earned in coursework. Executive Director Cecilia Ortiz replied that it is fully based on successful passing of the coursework.

University President Designee David Gamboa asked if the eligibility also extends to employees that want to take courses online or if it is strictly for in-person courses. Executive Director Cecilia Ortiz provided insight that the policy does not restrict whether online or in-person, but it does speak on the credentialed, accredited and completion of courses.

Director, Student Disability Resource Center Adam Kasarda asked that given the roadblocks in launching the application process, if the benefit is approved would employees who took courses in the current or previous years would be eligible for the benefit as well. Executive Director Cecilia Ortiz stated that there is support for this policy to do a retroactive, effective date.

University President Designee David Gamboa asked if the organization has the funds to sustain the proposal. Assistant Director Jamie Leal stated there are sufficient funds to support.

University President Designee David Gamboa moved to approve the Education Assistant Benefit Program retroactive effective date January 1, 2020. Vice Chairperson Shayna Sanders seconded the motion.

The motion passed.

***Motion passed. 6-0-0.***

**c. 2022 Economic Relief Supplemental Pay Policy**

Executive Director Cecilia Ortiz presented highlights of the proposed policy. The intended purpose for this policy is to demonstrate a genuine appreciation of those full-time employees who have served the community during the pro long and extremely challenging conditions that had been brought on by the Covid-19 pandemic, social justice demonstrations, supply chain shortages, global economic disruptions, and sharp cost of living increases. LSU staff experienced significant financial challenges during these times.

The policy was referred to the Finance Committee for financial analysis to foresee the budgetary impact on the organization. The response was that there will not be any material impact on the organization. Of the current pro-team, two individuals would not be eligible: one employee who was hired in March 2022 and another employee who is with the organization and submitted a resignation letter for a future date.

The Board discussed the merits of whether employees who are leaving or no longer with the organization should receive the economic relief pay.

University President Designee David Gamboa moved to approve the 2022 Economic Relief Supplemental Pay Policy as presented. Secretary Alex Lan-Powell seconded the motion.

The motion passed.

***Motion passed. 5-1-0.***

**d. Voluntary Telework Policy**

Executive Director Cecilia Ortiz presented highlights of the proposed policy. The intended purpose of this policy is to allow the staff who are interested in Telework to have the opportunity to apply, it would require for their supervisor to first support the request indicating that all the essential duties of the position are able to be met. Then it would be reviewed by Human Resources. If it looks like it can be supported, then it would be approved.

The policy indicates that employees would be eligible to be approved for Telework for up to six months at a time. If they were interested in continuing Telework, then they would have to reapply and have that evaluated. It is voluntary and it may be rescinded at any time.

University President Designee David Gamboa moved to approve the Voluntary Telework Policy. VP Student Affairs Designee Matthew Smith seconded the motion.

The motion passed.

***Motion passed. 6-0-0.***

**e. COVID-19 Vaccination Policy**

Executive Director Cecilia Ortiz presented highlights of the proposed policy. The intended purpose of this policy is to provide clarity to current and future employees on vaccination requirements and exceptions to maintain employment with the LSU. The policy explains any exemptions from vaccination and providing enough time notice for employees to be compliant with the policy and what recourse would occur if they chose or are unable to meet the expectations of the policy. The policy aligns with and allows management to follow suit with California State University practice.

Secretary Alex Lan-Powell moved to approve the COVID-19 Vaccination Policy. ASI Representative Edgar Mejia-Alezano seconded the motion.

The motion passed.

***Motion passed. 6-0-0.***

**12) Public Comment**

“Support Services Coordinator shared her gratitude for the relief pay and support for the addition of an HR generalist. In addition, she shared her disappointment and concerns regarding the Personnel Plan and pending Equity Review for her position. The HR Generalist and Executive Assistant position has gone to the board for three consecutive years for adoption and revisions. While many other positions within the organization have not been updated.

It has been six months since she was almost excluded from a cost-of-living adjustment approved by the board and subsequently found out that she was legally underpaid for three different years. It has been six months since she requested an equity review. She stated appreciation and understanding that audits and investigations take time, in addition she felt concerned about the turnover on the Board and the level of investment that will be given to these items during the coming months.”

**13) Transition**

**a. Officer Appointments**

Since the board has not received any new applicants interested in joining the board, Chairperson Angel Salvador requested the board to make a motion to table this item.

ASI Representative Edgar Mejia-Alezano moved to table agenda item 13a. Officer Appointments and 13b. Advisory Committee Chair Appointments. Secretary Alex Lan-Powell seconded the motion.

The motion passed.

***Motion passed. 6-0-0.***

**b. Advisory Committee Chair Appointments**

Agenda item 13b. Advisory Committee Chair Appointments were tabled.

**14) Announcements**

No announcements.

**15) Adjournment**

Chairperson Salvador adjourned the meeting at 12:36 p.m.

Approval of minutes: \_\_\_\_\_ Or \_\_\_\_\_  
Secretary Chairperson, Angel Salvador

Date of approval \_\_\_\_\_