

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, February 4, 2022**

**1) Call to Order and Attendance**

Chairperson Angel Salvador, called the meeting to order at 10:05 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	David Gamboa	Jaime Leal	
Shayna Sanders		Melissa Bancroft	
John Menary		Israel Sandoval	
Tamala Lewis		Victor Gonzalez	
Jonathan Molina Mancio		Giselle Atallah	
Erick Garcia		Damesha McKnight	
Zack Ritter		John Stigar	
Dr. Ruttanatip			
Chonwerawong (Dang)			
Katie Robinson			
Cecilia Ortiz			
Adam Kasarda			
Roshni Thomas			
Matthew Smith			
Christopher Hendrix			
Obioha Ogbonna			

**2) Approval of Agenda**

Alumni Representative Erick Garcia moved to approve the agenda for February 4, 2022. ASI President Jonathan Molina Mancio seconded the motion.

The motion passed.

***Motion passed. 7-0-0***

***ASI Representative Obioha Ogbonna arrived at 10:11am.***

**3) Approval of Minutes**

ASI President Jonathan Molina Mancio moved to approve the minutes December 3, 2021, Board Meeting. Community Representative Tamala Lewis seconded the motion.

The motion passed.

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

**4) Chairperson's Report**

Chairperson Angel Salvador reported on the developments of the new Health and Wellness Recreational Center, hoping to have it open to provide services by the end of the Spring 2022 semester.

***Director, Facilities Planning Roshni Thomas arrived at 10:18am.***

**5) Executive Director's Report**

Executive Director Cecilia Ortiz reported on the LSU's Instagram Page regarding its Engagement Activities. A recent post asking students how they celebrate Black History Month garnered 198 views and is expected to receive comments as the month progresses.

Executive Director Ortiz shared the LSU Building Traffic statistics from the Fall 2021 Semester. During the LSU's hours of operation (7:30am-7:30pm Monday-Friday; 10:00am-2:30pm Saturdays), the building saw 100,425 total visitors YTD, with September being the peak month of visitation, Wednesday being the peak day of the week, and 1:00pm being the peak activity hour. The Executive Director anticipates that when students return to campus on February 14, 2022, the building will increase in population.

Regarding facility projects within the LSU, the lamp posts outside the LSU have been completed and light bulbs have been converted into LEDs; the Zero Waste Bin project is in staging; the Duct Cleaning project has been initiated, and the Dining Operator Project has been initiated with the campus looking for another third-party vendor to operate within the dining hall area. The Toro Café project was considered closed as of December 10, 2021, but now has been delayed due to Maintenance staff discovering that the burners in the 1910 area are still warm even after being turned off.

In the area of Human Resources, Talent Recruitment is in process for the following positions: Building Manager Assistant, Program Coordinator, and Assistant to the Director. The position of Office Manager is currently vacant and will be updated to reflect a new title and duties before the position is posted.

Attending to talent retention, priority has been placed in audit position and personnel plan scope focusing on COLA/Merit to have better employee retention.

**6) Facility Use Committee Report**

Facility Use Committee has not met since the start of the Spring 2022 semester, however Chairperson Salvador mentioned that they have talked about COVID-19 preparation, as well as finding a new way of providing students support in the vacant Wells Fargo space.

**7) Finance Committee Report**

Finance Committee Chair Shayna Sanders reported the Finance Committee met January 26, 2022 and discussed updates for the Health and Wellness project, as well as the Finance Committee quarterly financial report.

**8) Personnel Committee Report**

Chairperson Salvador reported that the Personnel Committee met on December 3, 2021 and discussed COVID -19 Relief to be extended up to January 1, 2022. HR Projects were also discussed regarding COVID-19 Booster Shot requirements to return to campus and discussed long term plans for the Personnel Committee and Work From Home reimbursement.

**9) Public Comment**

Megan Tagle inquired about a booking price for Zero Waste bins in the LSU, and a proposal for the expansion of LSU 110. Chairperson Salvador and Support Services Coordinator Giselle Atallah addressed the concerns.

*University President Designee David Gamboa arrived at 10:34 am.*

**10) Old Business**

**a. Organizational Goals Review**

Executive Director Ortiz opened a discussion regarding organizational goals and posed a question to the Board regarding ongoing relevance. The discussion was tabled to a later date.

**11) New Business**

**a. FY 2021/2022 Quarterly Financial Report**

Report of LSU operating budget second quarter actuals.

Finance Committee Chair Sanders and Finance Committee Executive Secretary Jaime Leal provided a breakdown of the second quarter budget report. Second quarter optimal range is estimated to be 45-55%. The primary source of revenue, student fees, have not yet been collected, however, the process of billing for the first installment has been initiated. Commercial rent falls within the optimal range at 48%. 60% revenue has been allocated from University and Facility use rent. Operating expenses are at 30%, slightly under the optimal range due to modified operation. Utilities and Services is at 40% revenue. Repairs and maintenance are at 45%. Event costs are at 9% but expected to rise as the spring semester progresses. Salaries and Benefits are slightly below the optimal range due to student teams not being at full force. Contracted services are at 51%, falling within the optimal range. OPEB expense is currently at 2%, but the LSU is currently preparing to process deposits. COVID-19 expenses are at 82% revenue, due to funds spent on adjusting and storing seating in the facility and adding signage. Overall revenue is currently at 1% and overall expenses are at 35% YTD.

**b. Project Funding Request**

Board to consider allocating funds in support of two organizational projects.

Two major projects proposed for the 2021-2022 year include the reorganization of the office space and workstations to accommodate the growing workforce, and the introduction of parcel food lockers for students to store perishable items without worry.

University President Designee David Gamboa moved to approve funding for the projects. ASI President Jonathan Molina Mancio seconded the motion.

The motion passed.

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

**c. BOD Mixer**

Chairperson Salvador and Vice Chairperson Sanders discussed with the Board the details of the BOD mixer scheduled for March 4, 2022. The purpose of this mixer is to socialize and interact with one another again after doing hybrid meetings due to the ongoing pandemic.

Community Representative Tamala Lewis inquired about the mixer's location and the Board members general comfortability with meeting in person again, fostering a discussion amongst the Board regarding the safety concerns and further details of the upcoming mixer.

**12) Public Comment**

There were no public comments.

**13) Announcements**

Executive Director Ortiz introduced a new process for the LSU engagements.

Kudos was given to Community Representative Lewis for organizing the Dignity Health Blood Drive. Community Representative Lewis mentioned that the US Women's Soccer She Believes Cup will be held on Feb 17, 2022, starting at 5 p.m., with round 2 that following Sunday. Community Representative Lewis also stated that the LA Galaxy opening season game will be held on February 27, 2022.

**14) Adjournment**

Chairperson Salvador adjourned the meeting at 11:38 a.m.

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

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