

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, May 5, 2023**

**1) Call to Order and Attendance**

Chairperson Alex Lan-Powell, called the meeting to order at 10:12 a.m. The meeting was held via video conferencing and in person.

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Alex Lan-Powell	Ezinne Nwadiogu	Melissa Bancroft	Matt Bohannon
Emilyn Rangel	Obioha Ogbonna	John Stigar	Michael Shrock
Miguel Juarez	Tony Jake	Jaime Leal	Winston Bao
Gustavo Cardenas	Matthew Smith	Amy Torres	Alejandro Herrera
Edgar Mejia		Daijah Johnson	Christina Vasquez
Erick Garcia		Mario Ibarra	Marilyn Flores
John Menary		Khoi Pham	Gabriel Perez
Tamala Lewis			Jordy Huesca
David Gamboa			
Mayra Soriano			
R. Yancey Modesto			
Cecilia Ortiz			

**2) Approval of Agenda**

ASI Representative, Edgar Mejia moved to approve the agenda for the May 5, 2023, meeting. Community Representative, Tamala Lewis seconded the motion.

The motion passed.

***Motion passed. 8-1-0***

**3) Approval of Minutes (March 3, 2023)**

Vice Chairperson, Emilyn Rangel moved to approve the minutes for March 3, 2023. ASI Representative, Edgar Mejia seconded the motion.

The motion passed.

***Motion passed. 8-1-0***

**4) Approval of Minutes (BOD Special Meeting March 23, 2023)**

ASI Representative, Edgar Mejia moved to approve the minutes for March 23, 2023. Vice Chairperson, Emilyn Rangel seconded the motion.

The motion passed.

***Motion passed. 8-1-0***

**5) Chairperson's Report**

Chairperson Alex moved on to sharing there are other reports there will be discussed of in the meeting.

**6) Executive Director's Report**

Executive Director Cecilia Ortiz shared to be currently reconciling and preparing to close out the academic year and starting to plan for the next year. The financial audit has initiated introductory work with them to understand LSU as an organization. The leadership team and staff have been working to ensure that the Board and the committees complete their goals for the year. Executive Director Cecilia

Ortiz mentioned the Engagement team has been able to connect with the campus culture post pandemic campus by creating better planning and innovating the engagement with the campus community.

Executive Director Cecilia Ortiz shared the year-to-date building traffic counts. The total year to date visitors totals 797,739. The daily average weekday (M-Th) totals 3,852 and Fridays daily average totals 1,613. The daily average on weekends totals 410. It concludes with a peak hour of 12:00 pm to 1:00 pm and leaving peak day as Wednesdays.

**7) Personnel Committee Report**

Chairperson, Alex Lan-Powell shared that the committee discussed the Executive Director's evaluation. The committee also discussed Board member attendance and accountability. Assistant Director, Melissa Bancroft, shared that the committee discussed BOD recruitment and the current phase they are in. The student-at-large compensation survey results were shared by a staff member.

**8) Facility Use Committee Report**

Facility Use Committee chair, Gustavo Cardenas commented there are no agenda items the committee has brought to the Board for the meeting.

**9) Finance Committee Report**

Finance Committee chair, Miguel Juarez shared that the committee is discussing ways to make printing services at the Loker Student Union free for students. The committee also shared they agreed to bring the discussion to approve or reject a withdrawal of \$750,000 from the reservation in order to fund the restroom modernization project.

**10) Public Comment – Agenda Items**

There was no public comment.

**11) Old Business**

**a. FY 22-23 Budget Adjustment**

Assistant Director, Jaime Leal presented on a consideration for approval of an adjustment to the budget to address the change in enrollment from projections at the beginning of the year. The approved budget for this fiscal year was \$4 million, based on an estimated enrollment of 15,000 students. The projection was not met this year, instead enrollment was 14,243 students with a shortfall of 766 students translating into a shortfall of \$261,972. The adjustment would allow the committee to bring a reduced amount to ensure LSU can continue to operate with the full approved budget.

ASI Representative, Edgar Mejia moved to approve the motion. Alumni Representative, Erick Garcia seconded the motion.

The motion passed.

***Motion passed. 8-1-0***

**b. Sponsorship & Partnership Policy**

Assistant Director, Jaime Leal shared the adoption of the sponsorship policy will address methods of sponsoring partnerships with entities on campus to ensure compliance with the use of funds in a viewpoint neutral manner. Resources will be distributed on a first come first served basis. The policy states that sponsorships and partnerships require prior authorization and approval. Sponsorships will be limited to no more than two activities or events per organization per fiscal year and should not exceed \$1,000 per activity or event and shall be open to all CSUDH students. For partnerships, the LSU shall commit in writing to a collaboration between the partnering organization with the responsibilities and contributions clearly defined. The LSU shall be fully involved with management

and will oversee projects or LSU partnerships will be recognized when using official LSU brand assets and guidelines on marketing and promotional materials.

President Designee, David Gamboa moved to approve the motion. ASI Representative, Edgar Mejia seconded the motion.

The motion passed.

***Motion passed. 9-0-0***

***ASI Representative, Edgar Mejia left at 11:25am.***

**c. Executive Director Evaluation**

The Executive Director evaluation includes feedback from the academic year starting July 1, 2022, to June 30, 2023. The process of the Executive Director evaluation includes collecting feedback from LSU Professional Team, the Board of Directors, the AVP of Student Affairs and a self-evaluation from the Executive Director. The evaluation feedback is compiled by the Personnel Committee which will be presented to the Board in the June meeting. The goal is to have 100% participation from the Board.

**d. Board Member Attendance & Accountability**

Executive Director, Cecilia wanted to open up a discussion regarding ways to improve attendance, communication, and Board member support. As the LSU is planning for the next year, Cecilia wanted to hear from the Board if there is an approach that could improve attendance, communication, and support. President Designee, David Gamboa shared that considering student schedules. Academic Senate Representative, John Menary shared that Board meetings on Fridays work, but that committee meetings are sometimes not convenient due to class times. Community Representative, Tamala Lewis also shared that committee meetings can be a scheduling challenge.

***Vice Chairperson, Emily Rangel left at 11:36am.***

***Community Representative, Tamala Lewis left at 11:47am.***

**e. LSU NEXT30 Project Update**

Brailsford & Dunlavey (B&D) partners Matt Bohannon and Michael Shrock introduced Winston Bao, a design director from LPA firm. Michael gave a brief overview of the NEXT30 Project process so far. Student engagement came from a campus wide survey, focus groups, and LSU Open House. The survey showed that 69% of students reported it is a high priority to improve LSU. Project concepts include renovation categories such as light (25% new construction costs), medium (50% new construction costs), and heavy (75% new construction costs). The CSU fee comparison demonstrates that CSUDH is number 17 in overall mandatory fees. B&D recommendations include continuing campus engagement to solicit a broad range of feedback, engaging with an architect to produce high-level concept renderings, continue to refine financial analysis & value proposition, and assembling a Project Team for a potential Spring 2025 campaign. Winston Bao shared that LPA would be able to bring concepts to life to bring excitement to students and campus constituents.

Executive Director, Cecilia Ortiz shared that the initial engagement contract with B&D has been completed and that B&D has put together a proposal to continue with the next steps per LSU's request. Assistant Director, Jaime Leal shared that the Finance Committee is recommending to the Board to approve accessing a total \$750,000 from the CU-101 account.

***VP Student Affairs Designee, Mayra Soriano left at 12:09pm.***

*President Designee, David Gamboa left at 12:15pm.*

**12) New Business**

**a. FY 2022-2023 Quarter 3 Budget Report**

Board members agreed to have the Budget report emailed to all BOD members for reference.

**13) Public Comment**

There were no public comments.

**14) Announcements**

There were no announcements.

**15) Adjournment**

Chairperson, Alex Lan-Powell adjourned the meeting at 12:26 p.m.

Approval of minutes: \_\_\_\_\_ Or \_\_\_\_\_  
Secretary Chairperson, Alex Lan-Powell

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