California State University, Dominguez Hills Donald P. and Katherine B. Loker University Student Union, Inc. (LSU) Board of Directors Meeting Minutes ♦ Friday, November 3, 2023

1) Call to Order and Attendance

Chairperson Emilyn Rangel called the meeting to order at 10:09 a.m.

Present	<u>Absent</u>	<u>Staff</u>	Guests
Emilyn Rangel	John Menary	Melissa Bancroft	Jessica Scott
Miguel Juarez	Tony Jake	John Stigar	Amanda Young
Forrest Halajalong	Jhanella Mae Martinez	Jaime Leal	Arianna Peredia
Mayra Soriano	Megan Tagle Adams	Natalie Tapia	Michelle Gomez
Marcelo Cowo	Tamala Lewis	Amy Torres	Pranay Julu
Edgar Mejia		Victor Gonzalez	
Erick Garcia		Khoi Pham	
Justin Gammage		Chilmann Chaudhary	
Ben Toubak			
Matthew Smith			
Richard Tetrick			
Cecilia Ortiz			

2) Approval of Agenda

ASI President, Edgar Mejia-Alezano moved to approve the agenda for the November 3, 2023, meeting. ASI Representative, Marcelo Cowo seconded the motion.

The motion passed.

Motion passed. 7-0-0

3) Approval of Minutes

Vice Chairperson, Miguel Juarez moved to approve the minutes for October 6, 2023. ASI President, Edgar Mejia-Alezano seconded the motion.

The motion passed.

Motion passed. 6-0-1

4) Chairpersons Report

Chairperson, Emilyn Rangel thanked Board members for attending the in-person meeting. Chairperson, Emilyn Rangel shared that she has been continuing to meet with students to gain their feedback for the LSU NXT30 Project.

5) Executive Director's Report

Executive Director, Cecilia Ortiz shared updates in services which include the Guest Services Desk inquiries with a total of 133 LSU inquiries and 28 university inquiries. The Food Lockers average increased to a total of 333 with peak usage from 11 AM to 6 PM. The Meditation Room and Nap Room had increases in usage. In the area of Commercial Services, the daily average has increased to 153 with a total of 4,750 visitors. In the area of Marketing, LSU has initiated a feedback campaign with 80 QR

locations. "How to Series" have been implemented on social media platforms to highlight services offered. Watch list items include club & org reservation barriers, dining evening & weekend service, Culture & Identity Center planning, and enrollment.

6) Facility Use Committee Report

The Facility Use Committee met on October 11th and discussed old business regarding FAQ for the restroom modernization. The committee also discussed the potential of moving the QCRC to a bigger space. The next committee meeting is scheduled for November 8, 2023.

7) Finance Committee Report

The Finance Committee met on October 18th and discussed new business including the review of the LSU quarterly report. The committee also discussed old business regarding current standing on the restroom modernization project. The next committee meeting is scheduled for November 15, 2023.

8) Personnel Committee Report

The Personnel Committee met on October 12th and discussed the Personnel Plan. The committee also discussed student director applications and conducted one interview during the meeting. The committee debriefed all student director interviews and discussed next steps for applicants.

9) Public Comment – Agenda Items

There was no public comment.

10) Old Business

a. BOD Student-at-Large Appointments

Chairperson, Emilyn Rangel introduced BOD Student-at-Large candidates Jessica Scott and Amanda Young. Chairperson, Emilyn Rangel reminded the Board that one Student-at-Large position was vacant. The candidates discussed their interest in becoming a Student-at-Large on the Board of Directors.

ASI President, Edgar Mejia-Alezano motioned to have the Board move into closed session. ASI Representative, Marcelo Cowo seconded the motion.

The motion passed.

Motion passed. 7-0-0

ASI President, Edgar Mejia-Alezano motioned to have the Board move out of closed session. ASI Representative, Marcelo Cowo seconded the motion.

The motion passed.

Motion passed. 7-0-0

Chairperson, Emilyn Rangel announced that the Board appointed Jessica Scott as a Student-at-Large Director.

b. SAE Wage Adjustment

HR Generalist, Natalie Tapia reported that with the minimum wage increase the LSU made the necessary adjustments to our pay level to reflect this increase. However, the LSU has a Student Assistant Employee Wage schedule that consists of four levels and 6 wage steps per level. To avoid pay compression the LSU has adjusted all steps in each level. The LSU has issued retro pay from January 1, 2023, to the LSU student assistants.

President Designee, Justin Gammage motioned to approve the revised SAE Wage schedule. Vice Chairperson, Miguel Juarez seconded the motion.

The motion passed. *Motion passed.* 8-0-0

c. Business Operations Manager Position Description

HR Generalist, Natalie Tapia shared the revisions to the Business Operations Manager position description. The revisions include adding a confidential appointment to the description to complete necessary duties in the absence of the Human Resources Generalist. Under the description of duties in the position description the Payroll Timekeeper duty was removed.

Student-at-Large, Forrest Halajalong motioned to approve the updated Business Operations Manager position description. ASI President, Edgar Mejia-Alezano seconded the motion.

The motion passed. *Motion passed.* 8-0-0

11) New Business

a. Officer Appointments

Chairperson, Emilyn Rangel reminded the Board that the Secretary position for the Board of Directors was currently vacant.

ASI President, Edgar Mejia-Alezano motioned to approve Jessica Scott as Secretary for the LSU Board of Directors. ASI Representative, Marcelo Cowo seconded the motion.

The motion passed. *Motion passed.* 7-0-0

b. Advisory Committee Appointments

Chairperson, Emilyn Rangel shared there are currently vacancies for Chairs for the Facility Use Committee and the Personnel Committee.

Student-at-Large, Forrest Halajalong self-nominated for Chair for the Personnel Committee. Jessica Scott self-nominated for Chair for the Facility Use Committee.

ASI President, Edgar Mejia-Alezano motioned to appoint Jessica Scott as Facility Use Chair and to appoint Forrest Halajalong as Personnel Committee Chair.

The motion passed. *Motion passed.* 8-0-0

c. FY 2023-2024 Quarter 1 Budget Report

Assistant Director, Jaime Leal reported the Quarter 1 budget review which includes the months of July through September. The 2023-2024 budget includes enrollment management, defining the position of the LSU, and advisory committee work. Commercial rent is currently at 21% of YTD with a total of \$16, 552. Facility Use Rent is currently at 60% with a total of \$23, 823. Operating expenses are currently at 18% with a total of \$114, 030. Event costs are currently at 45% with a total of \$45,702 with the biggest events being Open House during the Fall and Spring Semesters. Total revenue is currently at 1% with a total of \$51, 238 and total expenses are currently at 24% with a total of \$1,054,062.

d. Camp LSU & BODR Survey Results

Temporary Administrative Assistant, Amy Torres shared the results of the Camp LSU survey and the BOD Retreat survey. Camp LSU attendees included all four Student-at-Large. Based on Camp LSU survey results student directors felt all the program components and logistics were excellent. The BOD Retreat survey was sent out to all Board members, whether they attended the retreat or not. Based on BOD Retreat survey results a majority of those who attended the retreat were satisfied with the program components and logistics. Based on attendance for the retreat this year, the Students-at-Large would like to continue a two-day retreat but are hesitant due to the attendance numbers. The student leaders recommended a one-day retreat instead for the upcoming year. The Students-at-Large will work with the Board to determine a final decision regarding the BOD Retreat.

12) **Public Comment**

Currently enrolled student, Arianna Peredia shared the importance of the Culture & Identity Centers to students on campus. Arianna Peredia shared the impact of having adequate spaces for all Culture & Identity centers to be able to provide the resources that students need. Students have shared that it would be ideal to have all Culture & Identity Centers in one location, like the LSU, to ensure that students who have intersectional identities are able to use the use the difference centers without having to go to different buildings across the campus.

13) Announcements

Chairperson, Emilyn Rangel reminded the Board that there would be a teambuilding lunch after the meeting and invited them to stay.

14) Adjournment

Chairperson, Emilyn Rangel adjourned the meeting at 12:06 p.m.

Approval of minutes:	grang	Or	
	Secretary, Jessica Scott	Chairperson, Emilyn Rangel	
Date of approval	12/01/23		