

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

Emilyn Rangel
Miguel Juarez
Forrest Halajalong
Mayra Soriano
Marcelo Cowo
Edgar Mejia
Erick Garcia
Justin Gammage
Ben Toubak
Matthew Smith
Richard Tetrick
Cecilia Ortiz

Absent

John Menary
Tony Jake
Jhanella Mae Martinez
Megan Tagle Adams
Tamala Lewis

Staff

Melissa Bancroft
John Stigar
Jaime Leal
Natalie Tapia
Amy Torres
Victor Gonzalez
Khoi Pham
Chilmann Chaudhary

Guests

Jessica Scott
Amanda Young
Arianna Peredia
Michelle Gomez
Pranay Julu

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.

