# California State University, Dominguez Hills Donald P. and Katherine B. Loker University Student Union, Inc. (LSU) Board of Directors Meeting Minutes ◆ Friday, February 2, 2024

#### 1) Call to Order and Attendance

Vice Chairperson Miguel Juarez called the meeting to order at 10:14 a.m. The meeting was held via video conferencing.

| <u>Present</u>        | <u>Absent</u> | <u>Staff</u>       | <u>Guests</u> |  |
|-----------------------|---------------|--------------------|---------------|--|
| Miguel Juarez         | Emilyn Rangel | Amy Torres         | Gallery       |  |
| Forrest Halajalong    | Matthew Smith | Jaime Leal         |               |  |
| Jessica Scott         |               | John Stigar        |               |  |
| Jhanella Mae Martinez |               | Natalie Tapia      |               |  |
| Marcelo Cowo          |               | Melissa Bancroft   |               |  |
| Edgar Mejia-Alezano   |               | Khoi Pham          |               |  |
| Mayra Soriano         |               | Victor Gonzalez    |               |  |
| Erick Garcia          |               | Chilmann Chaudhary |               |  |
| John Menary           |               | Mario Ibarra       |               |  |
| Tamala Lewis          |               | Damesha McKnight   |               |  |
| Mayra Soriano         |               |                    |               |  |
| Megan Tagle Adams     |               |                    |               |  |
| Tony Jake             |               |                    |               |  |
| Cecilia Ortiz         |               |                    |               |  |

## 2) Approval of Agenda

ASI President, Edgar Mejia-Alezano moved to approve the agenda for the February 2, 2024, meeting. Community Representative, Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 11-0-0

#### 3) Approval of Minutes

ASI President, Edgar Mejia-Alezano moved to approve the minutes for December 1, 2023. ASI Representative, Jhanella Mae Martinez seconded the motion.

The motion passed.

Motion passed. 10-1-0

## 4) Chairpersons Report

Vice Chairperson, Miguel Juarez shared that there will be no report due to the absence of Chairperson, Emilyn Rangel.

# 5) Executive Director's Report

Executive Director Cecilia Ortiz shared updates in services including the Guest Services Desk inquiries with 44 LSU inquiries and 56 university inquiries. The Food Lockers monthly average for January was 46 with peak usage from 12 AM to 5 PM. The Games Room daily average visitors increased to 199 with 1,985 total visitors. The first On the Road event of the year to Disneyland & California Adventure was a

success and the next On the Road trip will be to Big Bear on Friday, February 16. Watch list items include club & org reservation barriers, dining evening & weekend service, and enrollment.

#### 6) Facility Use Committee Report

The Facility Use Committee met on January 25 and was provided with updates for various projects. The committee was provided updates regarding the NXT30 campaign, tenant space Everytable, the restroom modernization project, Culture & Identity Center discussions, and dining updates. The committee does not have any items to forward to the Board. The next committee meeting in Scheduled for February 15, 2024.

# 7) Finance Committee Report

The Finance Committee met on January 23 and discussed the Quarter 2 Budget Report and the LSU Long Term Financial Plan. The committee has forwarded one item for the Board meeting. The next committee meeting is scheduled for February 13, 2024.

# 8) Personnel Committee Report

The Personnel Committee met on January 19 and discussed the LSU personnel plan, LSU BOD recruitment timeline, and the academic credit for the Fellowship. Personnel Committee Chair, Forrest Halajalong shared a statement regarding the academic credit for the Fellowship program. After consideration, the Personnel Committee has decided to maintain the Fellowship Program as a Fellowship. The committee does not recommend changing the program into an internship for academic credits. The committee has forwarded one item for the Board meeting. The next committee meeting is scheduled for February 15, 2024.

#### 9) Public Comment - Agenda Items

There was no public comment.

#### 10) Old Business

## a. NXT30 Update

Temporary Administrative Assistant, Amy Torres shared an update regarding the NXT30 Project. The Board approved funding to continue the NXT30 project to continue engaging students in their vision of the future LSU. The NXT30 project is currently on hold as the contract has not been executed. The LSU leadership team met with campus administrators as requested to discuss the contract.

#### 11) New Business

# a. FY 2023-2024 Quarter 2 Budget Report

Assistant Director Jaime Leal reported on the Quarter 2 budget review. The 2023-2024 budget includes items that can impact the budget which include enrollment management, defining the position of the LSU, advisory committee work, and the Personnel Plan. Student Fee revenue is currently at 50% year to date (YTD). Commercial rent is currently at 44% of YTD with a total of \$43,692. Facility Use Rent is currently at 127% with a total of \$50,997. Operating expenses are currently at 31% with a total of \$199,865. Event costs are currently at 47% with a total of \$49,201 with upcoming programming to include On the Road: Big Bear and the Spring Open House. Total revenue is currently at 49% with a total of \$2,134,668 and total expenses are currently at 45% with a total of \$1,963,322.

# b. BOD Recruitment

Executive Director, Cecilia Ortiz shared that the Personnel Committee has discussed BOD Recruitment plans. A timeline was established which includes recruitment efforts, interviews, and appointments. The recruitment campaign will launch during Open House through the end of the application period which will close March 31, 2024. The Personnel Committee will conduct interviews during the month of April and invited Board members to be a part of the interview panel.

### c. BOD Agenda Updates Discussion

Temporary Administrative Assistant, Amy Torres presented ways to make Board meetings more time efficient. An update that would assist in time efficiency for Board meetings is adding a consent calendar. The consent calendar would include the approval of agenda and the previous meeting minutes. This would require the LSU to share the full agenda and the previous meeting minutes at least one week in advance to give the board members the opportunity to review the items. The consent calendar approves non-discussion items in one motion instead of multiple. An additional update to the agenda includes grouping the advisory committee reports into one agenda item and adding a comments agenda item. The comments agenda item would include the second public comment of the meeting and announcements. There was also an addition of board director comments to give members the opportunity to raise discussion regarding organizational matters.

Student-at-Large, Forrest Halajalong moved to make the following updates to the LSU BOD agenda. The agenda will include a consent calendar to approve the agenda and previous meeting minutes, to combine the advisory committee reports into one agenda item, and to add a comments agenda item to include public comment, board director comment, and announcements. Student Affairs Manager, Megan Tagle Adams seconded the motion.

The motion passed.

Motion passed. 11-0-0

#### 12) **Public Comment**

There was no public comment.

## 13) Announcements

14) **Adjournment** 

VP of Student Affairs Designee, Mayra Soriano shared appreciation for the assets shared with the Board regarding LSU programming events that showcase students participating in the programs. VP of Student Affairs Designee, Mayra Soriano invited Board members to attend upcoming campus programming events during Black History Month.

| Vice Chairperson, I  | Miguel Juarez adjourned the me | eting at 11:26 a | .m.                        |
|----------------------|--------------------------------|------------------|----------------------------|
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| 1 6                  | 1414                           | 0                |                            |
| Approval of minutes: | U                              | Or               |                            |
|                      | Secretary, Jessica Scott       |                  | Chairperson, Emilyn Rangel |

Date of approval 3/01/24