

**California State University, Dominguez Hills**  
**Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)**  
**Board of Directors Meeting Minutes ♦ Friday, April 12, 2024**

1) **Call to Order and Attendance**

Vice Chairperson Miguel Juarez called the meeting to order at 10:09 a.m. The meeting was held via video conferencing.

**Present**

Miguel Juarez  
Forrest Halajalong  
Jessica Scott  
Jhanella Mae Martinez  
Marcelo Cowo  
Edgar Mejia-Alezano  
Mayra Soriano  
Erick Garcia  
John Menary  
Tamala Lewis  
Mayra Soriano  
Megan Tagle Adams  
Matthew Smith  
Cecilia Ortiz

**Absent**

Emilyn Rangel  
Tony Jake  
Richard Tetrick  
Justin Gammage

**Staff**

Anthony Thompson  
Jaime Leal  
John Stigar  
Natalie Tapia  
Melissa Bancroft  
Khoi Pham  
Victor Gonzalez  
Chilmann Chaudhary  
Mario Ibarra  
Damesha McKnight

**Guests**

Nisreen Radwan

2) **Approval of Agenda**

Student-at-Large, Forrest Halajalong moved to approve the agenda for the April 12, 2024, meeting. ASI Executive Vice President, Jhanella Mae Martinez seconded the motion.

***Motion passed. 11-0-0***

3) **Chairpersons Report**

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

4) **Executive Director's Report**

Executive Director, Cecilia Ortiz, shared updated the BOD on the departure of former BOD Executive Assistant, Amy Torres. She accepted another position at Charles Drew University. Former student and former BOD member, Anthony Thompson, will now be stepping into the role as BOD Executive Assistant. Executive Director, Cecilia Ortiz, also shared updates on Loker Student Union services usage. This year the Loker Student Union is projecting to surpass overall daily visitor metrics compared to last year, sighting an overall increase in usage of the facility. All services have experienced at least a 31% increase in usage with the highest being 228% for Off Campus Reservations. Watchlist items include: Clubs & Org Reservation Barriers, Dining: Evening & Weekend Service, Culture & Identity Center Planning, and Enrollment. The Finance Committee will present recommendations for the BOD to consider in response to declining campus enrollment.

5a) **Facility Use Committee Report**

The Facility Use Committee met on March 28th 2024. The committee discussed the Building Hours 24/25, CIC's update, NXT30 Campaign update. The committee had no recommendations for the Board meeting. The next committee meeting is on April 17th, 2024 2:30 pm-3:30 pm on Zoom.

**5b) Finance Committee Report**

The Finance Committee met on March 28, 2024. The committee considered a budget adjustment to the current year budget. The Finance Committee was also presented with an updated Reserve Study for FY 23-24. The committee has recommended for consideration and approval an adjustment to the current fiscal year budget in light of enrollment falling below projection at today's Board meeting. The next committee meeting is scheduled for April 23, 2024.

**5c) Personnel Committee Report**

The Personnel Committee met on April 5th, 2024. The committee discussed the LSU Personal Plan update including updating and approving the transitioning of the temporary positions to permanent, salary spread review, adjustments to salaries below an 85% percentile, compensation philosophy update, and an urgent SAL BOD Chair to be vacated. The committee discussed the above items which will move forward. At this time the committee will be forwarding the above items for the next BOD for approval. The next committee meeting has been scheduled for 4/19/24 at 2 pm.

**6) Public Comment – Agenda Items**

There was no public comment.

**7) Old Business**

**a. Establishment of a Personnel Plan – Personnel Committee**

The Personnel Committee presented and recommended action to institute a personal plan that supports organizational goals by establishing a compensation philosophy to include a grade structure with salary ranges and merit-based increases, adding two new professional positions, updating existing positions' descriptions, and completing equity adjustments. Alumni Representative, Erick Garcia moved to table this agenda item to the next BOD meeting May 3<sup>rd</sup>, 2024. He also requested follow up documentation in the form of an organizational timeline as well as an updated presentation of which professional staff positions fit into each category of the proposed Salary/Grade ranges presented. ASI President, Edgar Mejia-Alezano seconded the motion.

**Motion Passed 7-3-0**

**8) New Business**

**a. Student-at-Large Director Seat – Personnel Committee**

The Personnel Committee presented recommendations to consider vacating a seat held by a student-at-large in accordance with the corporation's bylaws, the member was BOD Chairperson Emilyn Rangel. She has missed BOD meetings due to a medical emergency for the months of December, February, and March which is not in accordance with bylaws. Executive Director Cecilia Ortiz mentioned that the presiding officers Vice-Chair, Miguel Juarez, Secretary, Jessica Scott, and Student-At-Large Forrest Halajalong discussed the matter before hand and agreed that Vice-Chair, Miguel Juarez will step into the role of BOD Chairperson, Secretary, Jessica Scott will step into the role of Vice-Chair, and Student-At-Large Forrest Halajalong will step into the role of BOD Secretary. Vice-

Chair, Miguel Juarez requested a motion to perform the previously stated actions. Student-At-Large Forrest Halajalong moved to remove BOD Chairperson Emilyn Rangel from her position and make Miguel Juarez, BOD Chairperson, Jessica Scott, Vice Chairperson, and Forrest Halajalong, BOD Secretary, as well as have the Personnel Committee start searching for qualified applicants to fill in the vacant Student-At-Large seat. BOD Secretary, Jessica Scott seconded the motion.

#### **Motion Passed 10-0-0**

##### **b. FY 2023-2023 Budget Adjustment – Finance Committee**

The Finance Committee presented an expected adjustment to the FY2023-2024 Operating Budget to address the impact of enrollment falling below projection. The Finance Committee recommended taking \$16,000 from the Loker Student Union's retained earnings fund to meet the 1.10 mark for the organization's debt service ratio. BOD Chairperson, Miguel Juarez requested a motion to complete this action. Community Representative, Tamala Lewis moved to take \$16,000 from the Loker Student Union's retained earnings fund to meet the 1.10 mark for the organization's debt service ratio. ASI Executive Vice President, Jhanella Mae Martinez seconded the motion.

#### **Motion Passed 8-2-0**

##### **c. Executive Director Evaluation – Personnel Committee**

Natalie Tapia, Executive Secretary of the Personnel Committee, presented an overview of the process of completing an evaluation of the Loker Student Union Executive Director, Cecilia Ortiz.

#### **9) Comments**

##### **a) Public Comment**

Nisreen Radwan addressed the BOD about Culture Identity Centers (CIC's) and how the BOD might properly utilize the space to accommodate current student needs. Executive Director ,Cecilia Ortiz, referenced the Next 30 campaign which is actively looking into ways to accommodate the growing need of students using the Loker Student Union now and in the future. Executive Director, Cecilia Ortiz, also invited Nisreen Radwan to attend Facility Use Committee Meetings as well as join the committee.

##### **b) Board of Director Comment**

BOD Chairperson Miguel Juarez asked if there were any updates around Culture Identity Centers (CIC's) from campus. VP of Student Affairs Designee, Mayra Soriano mentioned that VP of Student Affairs Leadership, the VP of Diversity, Equity, Inclusion, and Justice, as well as the VP of Administration and Finance are actively working toward solutions to address this issue. VP of Student Affairs Designee, Mayra Soriano also requested that discussion of the CIC's be added as an agenda item for the May 3<sup>rd</sup>, 2024 BOD meeting to discuss the historical context as well as current day discussions around the CIC's.

#### **10) Announcements**

ASI Executive Vice President, Jhanella Mae Martinez announced ASI President, Edgar Mejia-Alezano was re-elected as ASI President for the 2024-2025 academic year.

11) **Adjournment**

BOD Chairperson, Miguel Juarez adjourned the meeting at 11:53 a.m.

Approval of minutes:

\_\_\_\_\_  
Secretary

Or

\_\_\_\_\_  
Chairperson, Miguel Juarez

Date of approval

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