

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Special Transition Meeting Minutes ♦ Monday, June 26, 2023

1) **Call to Order and Attendance**

Chairperson Alex Lan-Powell called the meeting to order at 1:08 p.m. The meeting was held via video conferencing and in person.

Present

Alex Lan-Powell
Emilyn Rangel
Miguel Juarez
Gustavo Cardenas
Edgar Mejia
Ezinne Nwadiogu
David Gamboa
Erick Garcia
John Menary
Mayra Soriano
Yancey Modesto
Cecilia Ortiz
Tamala Lewis

Absent

Matthew Smith
Tony Jake
Obioha Ogbonna

Staff

Melissa Bancroft
John Stigar
Jaime Leal
Amy Torres
Victor Gonzalez
Natalie Tapia
Khoi Pham
Mario Ibarra
Damesha McKnight
Andrea Frausto

Guests

Jordy Huesca
Codou Ndiaye

2) **Approval of Agenda**

ASI Representative, Edgar Mejia moved to approve the agenda for the June 26, 2023, meeting. ASI Representative, Ezinne Nwadiogu seconded the motion.

The motion passed.

Motion passed. 7-0-1

3) **Approval of Minutes**

Vice Chairperson, Emilyn Rangel moved to approve the minutes for June 2, 2023. ASI Representative, Edgar Mejia seconded the motion.

The motion passed.

Motion passed. 7-0-1

4) **Executive Director's Report**

Executive Director, Cecilia Ortiz reported the Loker Student Union Team is completing the closing year's review and analysis. This includes the process of the financial audit, which takes place every summer. Planning and preparation of all programming retreats and updating the calendar for the upcoming academic year, however, there are funds that are designed in the budget for those purposes.

5) **Public Comment – Agenda Items**

There was no public comment.

Student-at-Large, Miguel Juarez arrived at 1:29 pm.

President Desginne, David Gamboa arrived at 1:32 pm.

6) **Old Business**

a. **FY 2023-2024 Operating Budget**

Assistant Director, Jaime Leal presented the LSU 2023-24 Fiscal Year operating budget for consideration and approval. The budget has been vetted through the finance committee and is being recommended for approval. Assistant Director, Jaime Leal presented the adjustment of enrollment management due to enrollment decreasing from the previous year. Budgeting is informed by rebranding, delivery, and advisory committees. A fund of \$6.3 Million will be carried over from the prior year and will be collecting \$5.2 Million in student fee revenue and will earn interest of about \$25,000. The deductions that will be brought back to the operations from student fee revenue will be \$3,669,000. \$1,014,395 will account in the form of our debt service and it will pay for the outstanding system white revenue bonds. There is a standing transfer of \$200,000 for repairs and replacement funds and allocate about \$30,000 to pay for the chancellor's office general overhead fees. The sub-total revenue fund level expenses will equal about \$5.2 Million which will then have an ending fund balance of \$6,356,936.

University President Desginnee, Daivd Gamboa motioned to approve the 2023-2024 Operating Budget. Community Representative, Tamila Lewis seconded the motion.

The motion passed.

Motion passed. 8-0-0

b. **Culture & Identity Centers Sublease Extension**

Assistant Director, John Stiger shared that the Latinx Cultural Resource Center (LCRC) and Black Resource Center (BRC) would like to extend their subleases to June 2026 to align with the other Culture & Identity Center's. The other Culture & Identity Center's, such as the Queer Cultural Resource Center and the Toro Dreamers Success Center, have their sublease through June 2026. VP Student Affairs Designee, Mayra Soriano shared that space has been an issue University-wide. The goal is to have the University Space Committee identify a long-term plan for all the cultural identity centers on campus.

Alumni Representative, Erick Garcia moved to extend the Black Resource Center and the Latinx Resource Center to June 2026 and to establish and Ad Hoc Committee between the University Space Planning Committee and the LSU to come up with a long-term plan for the Cultural & Identity Centers. ASI Representative, Edgar Mejia seconded the motion.

The motion passed.

Motion passed. 9-0-0

c. **2021 Informational Tax Return**

Chairperson, Alex Lan-Powell made a friendly Amendment to move out of order on the agenda and move on to agenda items 7a., 7b., and 7c., and then return to agenda item 6c.

7) **New Business**

a. Student-at-Large Proposal

Temporary Administrative Assistant, Amy Torres presented that there have been engagement challenges between students with the Board of Directors, which were sought out through public participation, vacancies on the board and the advisory committees, and the impact on Student-at-Large attendance and capacity when once appointed. This will be measured by tracking the number of applications, the increase of student membership on committees, and improving the Student-at-Large attendance and stakeholder touchpoints. Research has been done through a student engagement survey, collaborating with a Public Administration Capstone class to complete their own research. The LSU also collaborated with CSU Auxiliaries, Association of College Unions International (ACUI), and Auxiliary Organizations Association (AOA). HR Generalist, Natalie Tapia proposed a Fellowship, which includes staying away from stipends and non-employment relationships, giving students monthly funds rather than semesterly funds. The Fellowship will involve performance factors. The proposed Fellowship will consist of \$400 if all performance factors are met. A Grant-in-Aid was also proposed which will be for the specific terms the funds will be used for \$200 of a bookstore voucher per semester and a \$250 of a dining voucher per semester. A Career Package was also proposed which includes two headshots, business cards, and Career Center connection support.

President Designee, David Gamboa moved to approve the Student-at-Large position description and include the Fellowship from July 1st –June 30th, the Grant-in-Aid, the Career Package, and the development opportunities. ASI Representative, Ezinne Nwadiogu seconded the motion.

The motion passed.

Motion passed. 9-0-0.

b. Employee Assistance Program Expansion (EAP)

HR Generalist, Natalie Tapia proposed to expand the LSU Employee Assistant Program (EAP) to Loker Leaders and Student-at-Large (SAL). The EAP includes confidential assistance from licensed mental health professionals that will provide guidance with any problems which can include life at work, home, or school. The planned role of the EAP is to provide assessments, brief counseling, and/or referrals. The services for SAL's and Loker Leaders will contain unlimited telephone assessment & referral and counseling sessions with EAP network providers and contracted Televideo providers. It would be an additional \$.85 per month per added recipient. The total additional cost for 37 Loker Leaders and 4 Student-At-Large positions will be \$34.85 per month. Executive Director, Cecilia Ortiz shared that the Personnel Committee supported the EAP expansion and expresses that many employees do not have access to additional support services.

President Designee, David Gamboa moved to approve the Employee Assistance Program expansion. Student-at-Large, Miguel Juarez seconded the motion.

The motion passed.

Motion passed. 9-0-0.

ASI Representative, Edgar Mejia left at 2:56 pm.

Community Representative, Tamala Lewis left at 2:56 pm.

c. Employee Handbook Edits

HR Generalist, Natalie Tapia shared edits that have been made to the Employee Handbook to reflect the current practices of the LSU. One of the changes included having Temporary Full-time staff be eligible for holiday pay. On the second page of Appendix the following statement was added “Please note that the use of images, voice, video, and photography will be used for organizational purposes”. The final addition is to the student worker appendix stating that Leadership Forums and All-In Programs are mandatory to participate, and cameras must be turned on.

Student-at-Large, Miguel Juarez moved to approve the Employee Handbook Edits. President Designee, David Gamboa seconded the motion.

The motion passed.

Motion passed. 7-0-0.

6) Old Business

c. 2021 Informational Tax Return

Assistant Director, Jaime Leal presents that this is a requirement that must be filed to ensure that the IRS and the franchise tax board are getting informed as well as keeping with our 501 C3 not-for-profit public benefit corporation status. The IRS form 990 proves that the LSU is partnering with Clifton Larson Allen. After reviewing the work of our audit partners, LSU has to ensure that it complies with our financial statements. It is also enforced to file with the registry of charitable trusts with the attorney general’s office.

8) BOD Transition

a. Recognize Outgoing Board Members

Chairperson, Alex Lan-Powell recognized ASI President, Obioha Ogbonna and ASI Representative Ezinne Nwadiogu for their service on the Board and congratulated them on graduating. Executive Director, Cecilia Ortiz recognized Chairperson, Alex Lan-Powell, for their service to the Board and wished them the best on their journey at Cal State LA.

b. 2023/2024 BOD Officer Announcement

Chairperson, Alex Lan-Powell announced the BOD officers for the 2023-2024 fiscal year. The Chairperson is Emily Rangel. The Vice Chairperson is Miguel Juarez. The Secretary is Codou Ndiaye.

c. Committee Chairperson’s Announcement

Chairperson, Alex Lan-Powell announced the Advisory Committee Chair’s for the 2023-2024 fiscal year. The Facility Use Committee Chair is Gustavo Cardenas. The Finance Committee Chair is Miguel Juarez. The Personnel Committee Chair is Codou Ndiaye.

d. 2023/2024 Board Schedule

Temporary Administrative Assistance shared with the Board the BOD Meeting schedule for the 2023-2024. Temporary Administrative Assistance, Amy Torres also shared that ACUI I-LEAD will take place on July 17-20, Camp LSU will take place on August 8-10, and the BOD Retreat will take place on August 14-15. The Board was asked to save the dates on their calendars.

9) **Public Comment**

President Designee, David Gamboa shared that since the retreat in August will be in person, that some BOD meetings should be in person.

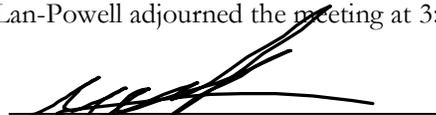
10) **Announcements**

The first BOD meeting for the 2023-2024 fiscal year will be on Friday, September 1st from 10:00 AM- 12:00 PM. Temporary Administrative Assistant, Amy Torres stated that she will be sharing the BOD meeting schedule and sending out calendar invites to the Board.

11) **Adjournment**

Chairperson, Alex Lan-Powell adjourned the meeting at 3:28 p.m.

Approval of minutes:



Secretary, Codou Ndiaye

Or

Chairperson, Emilyn Rangel

Date of approval

09/03/23