

California State University, Dominguez Hills
Donald P. and Katherine B. Loker University Student Union, Inc. (LSU)
Board of Directors Meeting Minutes ♦ Friday, October 6, 2023

1) **Call to Order and Attendance**

Chairperson Emilyn Rangel called the meeting to order at 10:09 a.m. The meeting was held via video conferencing and in person.

Present

Emilyn Rangel
Miguel Juarez
Forrest, Long
Jhanella Mae Martinez
Marcelo Cowo
Edgar Mejia
Erick Garcia
John Menary
Tamala Lewis
Justin Gammage
Ben Toubak
Cecilia Ortiz

Absent

Matthew Smith
Tony Jake
Mayra Soriano
Richard Tetrick

Staff

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

Guests

Christina Vasquez
Jackie Richman
Ananya Kakumanu

2) **Approval of Agenda**

ASI President, Edgar Mejia-Alezano moved to approve the agenda for the October 6, 2023, meeting. Community Representative, Tamala Lewis seconded the motion.

The motion passed.

Motion passed. 8-0-0

10a) **LSU Audit Report FY 2022-2023 (10:15 AM Time Certain)**

Tax firm Cohn Reznick presented the 2022-2023 fiscal year audit financial statements and results of the fiscal audit. Audit Director, Jackie Richman shared that they have issued an unmodified or clean opinion which is the highest level of assurance they can provide. A slight increase in revenue and expenses was seen due to the normalization of operations coming out of the pandemic. Accounts receivable consisted of a total of \$376,495. As part of the audit planning process, it is required to identify areas that would be higher risk and it was reported that there were no issues found within the areas. The process was an overall clean audit experience.

ASI Representative, Marcelo Cowo moved to approve the audit report for the 2022-2023 fiscal year. ASI Representative, Jhanella Mae Martinez seconded the motion.

The motion passed.

Motion passed. 9-0-0

President Designee, Justin Gammage arrived at 10:19 AM.

3) **Approval of Minutes**

Vice Chairperson, Miguel Juarez moved to approve the minutes for September 1, 2023. ASI Representative, Jhanella Mae Martinez seconded the motion.

The motion passed.

Motion passed. 9-0-0

4) **Chairpersons Report**

Chairperson, Emilyn Rangel congratulated VP Student Affairs Designee, Mayra Soriano for receiving the Marco Antonio Fireball Award. The Students-at-Large participated in the Open House program with B&D and LPA partners to gain feedback from students on the NXT30 Project. One the second day of Open House four Focus Groups were held. The Students-at-Large also tabled on October 5th to continue the NXT30 Project conversation to hear from evening students. Chairperson, Emilyn Rangel shared that two resignations from Student-at-Large, Gustavo Cardenas and Secretary, Codou Ndiaye.

5) **Executive Director's Report**

Executive Director, Cecilia Ortiz shared updates in services which include the Guest Services Desk taking note of inquiries coming to them. Food lockers have had an increase from August to September. The Meditation Room and Nap Room spaces have also seen an increase in usage. In the area of Human Resources, Chilmann Chaudhary was brought in as the Temporary IT Support Technician to assist the organization with projects. The Open House Program which included the Toroquest theme with a lot of activities. Marketing for the program included student leaders.

6) **Facility Use Committee Report**

The Facility Use Committee met on September 13th and discussed committee goals for the 2023-2024 fiscal year which include having more student voices at the table. The committee also reviewed updated on the Restroom Modernization Project and discussed a new Tenant Interest Form.

7) **Finance Committee Report**

Finance Committee Chair, Miguel Juarez shared that the committee met on August 23, 2023. The committee discussed old business regarding printing services and restroom modernization funding. The committee also discussed the LSU reserves account and outlined committee goals for the semester. The committee has forwarded one item for today's Board meeting, the recommendation to use the fund on hiring LPA to design a more inclusive restroom.

8) **Personnel Committee Report**

The Personnel Committee met on September 15th and discussed student director applications and interviews. The committee also reviewed and approved changes to the SAE Wage Adjustments and to the Business Operations Manager position description. The committee met once more on September 22nd to conduct a student director interview.

9) **Public Comment – Agenda Items**

There was no public comment.

10) **New Business**

b. BOD Student-at-Large Appointments

Chairperson, Emilyn Rangel shared that there are three candidates that are being recommended to the Board for the vacant Student-at-Large positions. Chairperson, Emilyn Rangel sought a motion to move into closed session.

Community Representative, Tamala Lewis moved to have the Board move into closed session. Vice Chairperson, Miguel Juarez seconded the motion.

The motion passed.

Motion passed. 8-1-0

Chairperson, Emilyn Rangel sought a motion to move out of closed session.

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

The motion passed.

Motion passed. 9-0-0

Chairperson, Emilyn Rangel sought a motion to move into closed session.

ASI President, Edgar Mejia-Alezano moved to have the Board move into closed session. ASI Representative, Jhanella Mae Martinez seconded the motion.

The motion passed.

Motion passed. 8-1-0

Chairperson, Emilyn Rangel sought a motion to move out of closed session.

President Designee, Justin Gammage moved to have the Board move out of closed session. Alumni Representative, Erick Garcia seconded the motion.

Viva Voce Vote was held.

Motion passed.

Chairperson, Emilyn Rangel announced that the Board has appointed Forrest Halajalong as a Student-at-Large on the LSU Board of Directors.

LSU Executive Director, Cecilia Ortiz made a friendly amendment to the agenda to move out of order and address items 10e., 10f., 10c., 10d.

e. Exigent Projector Replacement

Executive Director, Cecilia Ortiz shared that management at the LSU has identified the projector equipment in Ballroom C needs to be replaced. The LSU maintains a reserve fund in the stateside account, CU-201 which cannot be accessed without Board approval. The projector replacement needs

to be urgently replaced in the Ballroom to maintain the quality of service. An equipment loan is currently being used from the service provider.

ASI Representative, Marcelo Cowo moved to approve accessing funds from CU-201 account for the Ballroom projector replacement. ASI Representative, Jhanella Mae Martinez.

The motion passed.

Motion passed. 7-1-1

f. BOD In-Person Meeting

Temporary Administrative Assistant, Amy Torres reminded the Board that the November 3rd BOD meeting room would be in person. Board members would be required to attend in person as there will be no Zoom option available. The Student-at-Large requested to have a team building portion after the Board meeting to allow Board members to network and get to know each other outside of the normal business forum. Chairperson, Emilyn Rangel shared that it is highly important to meet quorum for the Board meeting.

c. SAE Wage Adjustment

Item was tabled to the next BOD meeting on November 3, 2023.

d. Business Operations Manager Position Description

Item was tabled to the next BOD meeting on November 3, 2023.

11) Public Comment

There was no public comment.

12) Announcements

Executive Director, Cecilia Ortiz announced that the Board of Directors application period for the remaining vacant position will close on Friday, October 20th.

13) Adjournment

Chairperson, Emilyn Rangel adjourned the meeting at 11:59 a.m.

Approval of minutes:

Secretary

Or



Chairperson, Emilyn Rangel

Date of approval

11-06-2023