



# Personnel Committee Meeting

## Minutes

Tuesday, March 6, 2018

Type of meeting: Special

Time: 3:15- 4:15 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

**I. Organizational Items:**

a. Called to Order by Aaron Castaneda @ 3:19 pm

**b. Roll Call**

David Zitser	<i>President</i>	xPresent
Vacant	<i>Vice President for Administration</i>	Vacant
Neyda Umana	<i>Vice President for Academic Governance</i>	xExcused Tardy
Aaron Castaneda	<i>Vice President of Finance</i>	xPresent
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	xPresent
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	xPresent
Marcos Montes	<i>Vice President of External Affairs &amp; Advancement</i>	xPresent
Jeovany Aguilar	<i>Chief Justice</i>	xPresent
Susie Varela	<i>Director of Human Resources</i>	xUnexcused Absence
Pablo Ortega	<i>Human Resources</i>	n/a
Dr. Jennifer Miller	<i>University President's Designee</i>	xExcused Absence
Intef W. Weser	<i>Executive Director</i>	xPresent
Marcus Rodriguez	<i>Director of Government Affairs &amp; Leadership Programs</i>	xExcused Absence
Candy Noriega	<i>Rongxiang Xu College of Health and Human Services Representative</i>	xPresent

**c. Adoption of Agenda for Tuesday:**

<b>Offered By:</b>	Jazmin Ortiz	<b>Seconded by:</b>	David Zitser				
Motion to approve the adoption of Agenda for Tuesday, March 6, 2018							
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	0	<b>Motion:</b>	Passed

**d. Approval of Minutes (action):**

<b>Offered By:</b>	Candy Noriega	<b>Seconded by:</b>	Jazmin Ortiz				
Motion to approval of the minutes for Tuesday, February 6, 2018							
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	1	<b>Motion:</b>	Passed

**II. Public Forum/Announcement:**

a. This time is allotted for members of the public or representatives to make announcements to the executive committee members.

None

### III. Standing Discussion Items

#### a. Staff Project Lists- The Personnel Committee will review the Project Lists of the ASI Staff

- ✚ **Alix's Project List-** No questions.
- ✚ **Ashley's Project List-**
- ✚ Candy Noriega- On here it says the high school event but wasn't it canceled.
- ✚ Intef Weser- It was on her project list but it might have been canceled prior to her submitting this.
- ✚ Jeovany Aguilar- The hire date for Ashley's assistant was March 1<sup>st</sup>. Have we hired anyone?
- ✚ Intef Weser- No, the first go round didn't produce who we were looking for so they just interviewed 2 more people so hopefully one of them is who we are looking for.
- ✚ Jeovany Aguilar- Is there a new hire date?
- ✚ Intef Weser- Yes, until the position is filled.
- ✚ Aaron Castaneda- According to Ashley, the attention is to have that position filled by the end of the month.
- ✚ **Dena's Project List-**
- ✚ Dena Florez- Really brief, one of the things we are working on is the additional computers and waiting on BOD to finance accept the proposal. Once storage is set up it will clear most of the boxes we have in the office. Student staff evaluations Policy 115, Personnel and Bylaws approved 115 we are just waiting on BOD approval. However, we are just going to complete student staff evaluations based on the old policy. Also, we finished the interview process for the front desk. We have a student who cannot complete the full 20 hours so we reduced the hours to 12 and allowing us to hire a part-time student for 8-10 hours to fill in the gaps. Working on travel claims they are going very well, we trained Trudy on how to do travel claims. Ashley has completed all the travel request for Alternative Break.
- ✚ Jeovany Aguilar- As you help Jazmin with bi-weekly processes, we got an updated template to start using. My question is what does a good bi-weekly look like.
- ✚ Dena Florez- I am working with Jazmin and Intef on the bi-weekly process and make it easier.
- ✚ Jazmin Ortiz- The bi-weekly's submitted before people were just putting their names. Now it reinsures who submitted it and what time. I do a minimum of 3 sentences and I hope I can get a pretty idea on what they are actually going instead of them just putting down their hours.
- ✚ Aaron Castaneda- Dena, for the person you are hiring; I understand 20 hours but why didn't the committee know earlier.
- ✚ Dena Florez- I needed to get approval on this; it isn't a 20-hour position it's only an 8-10 hour position. It is basically covering Tuesday and Thursday mornings 8-12 or 8-1 because those are the hours she can't cover due to her class schedule.
- ✚ Intef Weser- It's been a long window since the last time we met and during that time, we had to figure out scheduling and get clarity from that student assistant. We had to decide on how we were going to do it; it was either we do with what we have or hire up. We decided with hiring up.
- ✚ **Gus's Project List-**
- ✚ Candy Noriega- What is the "her story?"
- ✚ Intef Weser- It's Women History Month so we have a speaker coming push to start her story women's panel. It's a panel happening on the 20<sup>th</sup>.
- ✚ Jeovany Aguilar- Elections Marketing.
- ✚ Intef Weser- We have different versions, we've marketed, we have the debates, promoting the Election Day, and marketing vacant positions.
- ✚ **Marcus's Project List-**
- ✚ Candy Noriega- Spirit Scholar, does that mean plan with the ASI Scholarship Committee or is that a different committee?
- ✚ Dena Florez- We sent a letter to Tom Henders because currently the Raul Henderson scholarship is not a part of academic works due to it being awarded during spirit week. We did get approval for 2018 under outside of academic works so for us to move forward for the approving of next year, we have to give him a plan. He is going to work with the scholarship committee, Aaron, and myself.
- ✚ **Intef's Project List-**
- ✚ Jeovany Aguilar- Where is says redraft and revise grievance, is it for the grievance we have?
- ✚ Intef Weser- Yes that should be completed. Some things I couldn't get on there include getting eligibility for elections, making appointments with them to understand their eligibility, and policy updates.

- ✚ Aaron Castaneda- Didn't Alix do the incentive benefit analysis.
- ✚ Intef Weser- She did help me with it. Some do have some support staff with it.
- ✚ Aaron Castaneda- It doesn't have her name that's why.
- ✚ Intef Weser- I'll add her name.
- ✚ Jazmin Ortiz- For committee incentives, are you going to reach out to vice chairs?
- ✚ Intef Weser- Alix did help and create it and has been doing the trainings.
- ✚ David Zitser- For the report tracker, Alix sent an email earlier to all the vice chairs to continue updating it.

#### IV. Discussion

- a. Time on Essential Tasks- The Personnel Committee will review the "Time on Essential Tasks List"
  - i. Staff Workflow- The Personnel Committee will develop possible recommendations to have more efficient Staff Workflow.
    - ✚ Intef Weser- It is an attempt to provide more context of a person's responsibility and job description because it's a new job; they haven't been updated, changed titles. What you see is initial drafts of what I got from staff; I will be sitting down with them and going over the break down and the percentages of each task. Also, having a conversation with Pablo in HR to make sure everything matches with their job description.
    - ✚ Aaron Castaneda- To clarify, staff submitted their list based upon their current job description.
    - ✚ Intef Weser- It's based on past but for Alix she does not have one, Gus doesn't have one. Ashley had one but it was for Program Coordinator, she had a title change. Marcus, Dena, and I had one.
    - ✚ Dena Florez- It is based on current job descriptions and broke down to what we do, it isn't a project list.
    - ✚ Aaron Castaneda- Doesn't the current job description have percentages.
    - ✚ Intef Weser- No, they just have categories. This gives us a better sense administrative of where most of the time is spent.
    - ✚ **Alix**
    - ✚ Jazmin Ortiz- Research 15%, can you clarify ASI History.
    - ✚ Intef Weser- She's been looking at past minutes, going to the library because they have a catalog of past minutes. She's been working with one of the student assistants to write down some of the milestones and that takes some time to do. We have been talking about moving this position to a full-time position.
    - ✚ David Zitser- Are we going to give comments on which one she should spend more time on.
    - ✚ Aaron Castaneda- These are just suggestions we brought up. The job description is what it is, we can't change that. We are just trying to figure out the best percentages for each task. We are assessing a few different things; what they are currently doing and what as a committee, we think they should do.
    - ✚ David Zitser- Are we going to do it right now or figure something out for the next Personnel meeting?
    - ✚ Aaron Castaneda- It would be best to get all of our comments and meet again at Personnel to clarify those numbers.
    - ✚ David Zitser- Ideal, less time transcribing minutes; that is a lot of her work time. Organizational, drafting memos and other documents should be moved to projects, it could be better categorized.
    - ✚ Jeovany Aguilar- David, do you want to suggest a better percentage.
    - ✚ David Zitser- I don't have specific numbers. However, let's say for projects that should be more 30% and research also 30% and administration should come down to 40%.
    - ✚ Intef Weser- Memos is an administrative function and when we have 15 people being appointed and having to do 15 memos, scanning them that's not a project it's an administrative function. Maybe we can be more specific on projects to be more structured.
    - ✚ David Zitser- I think include projects that are more specific would be good and time break down of each. For example, for administrative how much time does she spends on transcribing minutes, how much time on memos. Maybe projects are too intensive so maybe finding a new way of doing them.
    - ✚ Jazmin Ortiz- Projects 20% and some of those special projects. Can you clarify designing marketing campaigns?
    - ✚ Intef Weser- Sometimes there are new things I need. For example, marketing representatives we really don't have a campaign for that so we had a conversation on how each college can know who their representative is. She's been working with Gus and helping to design on how that is going to look like.
    - ✚ **Ashley**
    - ✚ Marcos Montes- Is this everything on her job description because I feel like it doesn't match her job description.

- ✚ Intef Weser- It does cover some of these things, student engagement and outreach. She does these things for outreach.
- ✚ Marcos Montes- Some things are too specific like speaker series and Alternative Break; mesh the language from her job description. We know those are projects that are happening; for speaker series that only happens one time.
- ✚ Jazmin Ortiz- Everything is the same as the project list. Maybe making it more vague and general. Also, is the percentages supposed to be all the same because this one 90%.
- ✚ Aaron Castaneda- It's supposed too. Do you want her actual job description with the percentages the same way Alix did hers?
- ✚ Intef Weser- We aren't going to do percentages on job descriptions. Marcos's suggestion was strengthening the bullet points; so it doesn't look like a project list and it will be more general. The percentages will equal 100%; it will be time on task.
- ✚ Dena Florez- For me you look at your job description and see what you do; if I come to Personnel and ask for extra help and we look at my job description and see how much time I'm spending on each task. But this is the job description I was hired for so you have to give the percentage break down. I feel like the percentage break down should be based off the job description. Some weeks some things are heavier than others are. For example; for GIA's that process almost takes a week but that doesn't happen every week.
- ✚ Jeovany Aguilar- What is the time frame being measured.
- ✚ Intef Weser- This speaks to the job description so it doesn't speak to the project list.
- ✚ **Gus**
- ✚ Marcos Montes- Looks good.
- ✚ Jazmin Ortiz- Looks good, it shows generally, what he is doing nothing specific.
- ✚ **Dena**
- ✚ None
- ✚ **Marcus**
- ✚ Marcos Montes- Some can be explained better, large percentages for committees and Ashley only had like 5% because it's just one committee. That's something we are probably missing on and is it too much, are we being too heavy on that decision, is it realistic.
- ✚ Intef Weser- He is a part of that committee, town halls; we will rearrange it to make sure it's more of a statement. There is administrative pieces to that and what we do to set up the committee, policy development. Legislative affairs should be a top one, BOD should be a lower one. This one is going to look a lot different.
- ✚ Marcos Montes- A way to increase it, when I think of government affairs person who works for the university they help set up meetings, district meetings, opportunities, building better relationships with elected officials. Research and Analysis could be strengthening.
- ✚ Intef Weser- Even leadership development that is a big part of his job and Ashley's job as well. A big part of the responsibility is on them so that is probably going to move up. Programming falls under Ashley more but still some of his responsibility. I agree Research and Analysis could be strengthening and the language also.
- ✚ Marcos Montes- Moving some of the programming to Ashley will be good but more support from Ashley to the VPA.
- ✚ Intef Weser- The area of responsibility, looking at the area of college reps. Marcus is working closely with academic senators and academic senate. We haven't decide on how it's going to work yet. The job descriptions are vague enough. Right now, he supports the VPA and cabinet of commissioners.
- ✚ **Intef**
- ✚ David Zitser- For governing body and committees does that fall under strategic planning and student development.
- ✚ Intef Weser- Yes it is.
- ✚ David Zitser- I don't think it should fall under strategic plan and student development, I think committees should be separated out to its own thing.
- ✚ Intef Weser- Only reason I put it there that when it comes to strategic plan, policies, and organization goals there is a thread of all of them each committee doesn't stand alone and it all flows to the board. Based on what policies and priorities of each committee because each play a role in strategic direction of the strategies.
- ✚ David Zitser- That can be in the strategic planning and the work you do with those committees but how much time to you spend in those committees can be a different aspect.
- ✚ Intef Weser- I understand.

- ✚ Aaron Castaneda- Strategic planning and student development percentage should be higher given that all executive directors are the chief of strategic plan officer. Dena does more of the financial stuff as her essential task. Strategic Plan higher and Fiscal Management lower.
  - ✚ Jazmin Ortiz- Student Development should be its own point and add steps on how to improve student development. Student Development falls under leadership roles.
  - ✚ Dena Florez- I do work with Intef and he does oversee the work that's why it says he assisted the external auditor because I pretty much handle it but I work with him and nothing leaves the office without him seeing it. Maybe that 25% is oversite.
  - ✚ Aaron Castaneda- He oversites everything in the organization.
  - ✚ David Zitser- Out of 40 hours how much time is dedicated to this.
  - ✚ Intef Weser- You want that for every position or just my position.
  - ✚ David Zitser- All the positions. We just want an accurate number out of 40 hours, how much time is dedicated. For example, how much time are you sitting in committees or writing policies.
  - ✚ Intef Weser- That's difficult to assess but I can break it down into committees because that's a set time but week to week and projects I sign RPP's every day.
  - ✚ David Zitser- The point of doing this is getting estimates on how they are using their time.
  - ✚ Intef Weser- I agree with you on committee assignments, I'll go around to each committee and recommended. For example; the funding committee Dena works with the vice chair of finance and him so I don't really have to be there. Identify where people need to be. Time being served on committees should be adjusted. I'm going to talk to staff about that.
  - ✚ David Zitser- We just need an accurate numbers/percentages.
  - ✚ Jazmin Ortiz- Using the excel sheet I created about all committees everyone is going to, he wants everyone to see do they really need to be there or can they use their time somewhere else.
  - ✚ Intef Weser- I agree with that. These drafts are from the employees' perspective.
- b. Policy 106- The Personnel Committee will discuss possible edits to Policy 106.

V. Reports

VI. Adjournment

Offered By:	Consensus			Seconded by:			
Motioned to adjourn the meeting at 4:16 pm							
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed	

Associated Students, Inc.  
Personnel Committee Meeting  
Summary of Actions Taken  
Tuesday, March 6, 2018

I. Organizational Items:

a. Called to Order by Aaron Castaneda @ 3:19 pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Jazmin Ortiz			Seconded by:	David Zitser		
Motion to approve the adoption of Agenda for Tuesday, March 6, 2018							
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed	

d. Approval of Minutes (action):

Offered By:	Candy Noriega	Seconded by:	Jazmin Ortiz			
Motion to approve the approval of minutes for Tuesday, February 6, 2018						
All in Favor	All	Opposed	0	Abstained	1	Motion: Passed

VI. Adjournment

Offered By:	Consensus	Seconded by:				
Motioned to adjourn the meeting at 4:16 pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**CERTIFICATION**

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on March 6, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday,

Prepared by:

\_\_\_\_\_  
**Dena Florez**  
 Recording Secretary

\_\_\_\_\_  
**Jazmin Ortiz**  
 Secretary/Treasurer