



Personnel Committee Agenda

Minutes

November 8, 2016

Time: 3:30pm-4:30pm

Location: U-SU Board Room 303AB

Attendees: Personnel committee, General Public

Type of Meeting: General

I. Organizational Items:

- a. Called to Order by: Kayla Stamps @ 3:35pm
- b. Roll Call

Kayla Stamps	<i>President</i>	xPresent
Leopoldo Saldana	<i>Vice President for Administration</i>	xPresent
John Martinez	<i>Vice President for Academic Governance</i>	xPresent
Timothy Achinger	<i>Vice President for Finance</i>	xPresent
Marcos Montes	<i>Vice President for External Affairs</i>	xExcused Late @3:44pm
Bonnie Lee	<i>Secretary/ Treasurer</i>	xPresent
Shirali Shah	<i>College of Business & Economics Rep.</i>	xPresent
Jeovany Aguilar	<i>Chief Justice</i>	xPresent
Susie Varela	<i>Human Resources</i>	xExcused Absent
Intef W. Weser	<i>Executive Director</i>	xPresent
Jennifer Miller	<i>University President's Designee</i>	xExcused Late
Marcus Rodriguez	<i>Director of Programs and Leadership</i>	xExcused Late
Dena Florez	<i>Office Manager of Administration & Services</i>	xPresent
Guests of the Gallery		

c. Adoption of Agenda.

Offered By:	Leopoldo Saldana	Seconded by:	John Martinez
Motion to approve the adoption of Agenda for: Tuesday, November 8, 2016			
All in Favor	ALL	Opposed	0
		Abstained	0
Motion: Passed			

Offered By:	Shirali Shah	Seconded by:	Leopoldo Saldana
Amendment to change the meeting minutes from October 11 th to the 27 nd of September			
All in Favor	ALL	Opposed	0
		Abstained	0
Motion: Passed			

d. Approval of Minutes (action):

Offered By:	Shirali Shah	Seconded by:	Leopoldo Saldana
Motion to approve the minutes for: Tuesday, November 8, 2016			
All in Favor	ALL	Opposed	0
		Abstained	0
Motion: Passed			

II. Public Forum- Allotted time for members of the public to address the committee.

- ✦ None

III. Discussion

- The committee will discuss future staffing needs and directions-** The committee will take a look at the structure of our organization and the possible need. This could lead to creation of new positions, in-range salary progressions, or reclassifications of current positions in A.S.I.
- ✦ Kayla Stamps: The direction A.S.I., this will not be an extended conversation since we are still in the plan of what we will be doing for ASI. Now, one major theme that we had when we met; we talked about the structure and the organization in ASI. In terms of staffing; one of the main focus was the Strategic Planning. This issue is critical for our organization in order to advance as ASI. Moving forward, some of the things me and Intef spoke about was the organization flow.
 - ✦ Intef W. Weser: As we look at referendums, or additional programs and services; it affects our current work flow with our staffing. This is why we are looking at what direction we are trying to go for as an organization with our staffing. This can impact our staff meets; in addition to strategic planning we will be adding some additional scoops of responsibilities and direction, which may lead to title changes.
 - ✦ Kayla Stamps: Personnel is important, because once we are done with our term we want to make sure that we pass on how to properly continue to evolve the organization. We are looking into other A.S.I. organizations in different campuses; comparing our ASI budget, in compression to their ASI budget and see how we can implement these successes that they had in terms of growing as an organization.
 - Doing comparison allowances with other schools.
 - Discuss how can we duplicate
 - We will meet with Pablo
 - We will meet with consultant next week.
 - ✦ John Martinez: Regarding Leo's commissioners how much do they get paid?
 - ✦ Intef W. Weser: Commissioner is more of a student leader side appointment. It's about how we prepare them and train them on what they need to do. Possibly moving some of commissioner functions to staffing side; we can have one or two student assistance to take on some of the duties.
 - ✦ John Martinez: Students dropping out were they aware what they were getting into.
 - ✦ Intef W. Weser: There can be many reasons why, but the majority drop because this position is not fit for them or their schedule.
 - ✦ Timothy Achinger: Regarding staffing what direction are we going in or are we in data collection stage.
 - ✦ Kayla Stamps: Definitely the data collective phase. This is why the next stage is talking to Pablo next week, talking about positions and asking those questions about what we are looking for; as well as in the emergence in the comparison analysis.
 - ✦ Jennifer Miller: I do want to mention, how there is many other reasons why students resign from positions. I think we should see how we did last year; because we had a much bigger group of people resign last year. I do think this is more of a situational not so much of the organizational. Therefore, we need to make good choices where we see the future with these people.
 - ✦ Kayla Stamps: A lot of you put on your state of affairs that you want to see more incentives being given out to these positions because of the demand.
 - ✦ Dena Florez: You mentioned we will be doing "job descriptions," so there will be an efficiently study done? What are their expectations, what do you want out of this position, etc.
 - ✦ Intef W. Weser: We do have some student break down in regards to incentives that we will discuss in the future.
 - ✦ Dena Florez: During this time will the structure of the bi-weeklies be discussed? We can probably look into restructuring that for students.
 - ✦ Intef W. Weser: We would not spend money, but we will get this to personnel and talk about this issue.
 - ✦ Bonnie Lee: Are we looking at staff and elected members.

- Intef W. Weser: Two new faces will be joining us to our A.S.I. office this upcoming week. We will also be having a staff meeting.
- Dena Florez: In Spring, three of our student staff will be graduating; we will be discussing what we will be going about this.

IV. Reports:

- None

V. Adjournment:

Offered By:	Timothy Achinger	Seconded by:	Bonnie Lee			
Motion to Adjourn meeting at 4:04pm						
All in Favor	ALL	Opposed	0	Abstained	0	Motion: PASSED

**Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, July 26, 2016**

I. Organizational Items:

- Called to Order by: Kayla Stamps @ 3:35pm
- Roll Call

Kayla Stamps	<i>President</i>	xPresent
Leopoldo Saldana	<i>Vice President for Administration</i>	xPresent
John Martinez	<i>Vice President for Academic Governance</i>	xPresent
Timothy Achinger	<i>Vice President for Finance</i>	xPresent
Marcos Montes	<i>Vice President for External Affairs</i>	xExcused Late @3:44pm
Bonnie Lee	<i>Secretary/ Treasurer</i>	xPresent
Shirali Shah	<i>College of Business & Economics Rep.</i>	xPresent
Jeovany Aguilar	<i>Chief Justice</i>	xPresent
Susie Varela	<i>Human Resources</i>	xExcused Absent
Intef W. Weser	<i>Executive Director</i>	xPresent
Jennifer Miller	<i>University President's Designee</i>	xExcused Late
Marcus Rodriguez	<i>Director of Programs and Leadership</i>	xExcused Late
Dena Florez	<i>Office Manager of Administration & Services</i>	xPresent
Guests of the Gallery		

c. Adoption of Agenda.

Offered By:	Leopoldo Saldana	Seconded by:	John Martinez			
Motion to approve the adoption of Agenda for: Tuesday, November 8, 2016						
All in Favor	ALL	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Shirali Shah	Seconded by:	Leopoldo Saldana			
Amendment to change the meeting minutes from October 11 th to the 27 nd of September						
All in Favor	ALL	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Shirali Shah	Seconded by:	Leopoldo Saldana			
Motion to approve the minutes for: Tuesday, November 8, 2016						
All in Favor	ALL	Opposed	0	Abstained	0	Motion: Passed

II. Adjournment:

Offered By:	Timothy Achinger	Seconded by:	Bonnie Lee			
Motion to Adjourn meeting at 4:04pm						
All in Favor	ALL	Opposed	0	Abstained	0	Motion: PASSED

CERTIFICATION

Official Minutes taken for the **Personnel Committee MEETING** of the Associated Students, Inc, CSULA held on Tuesday November, 8, 2016 in the University Student Union 303AB. Consensus by the A.S.I. Personnel Committee Meeting , February 7, 2017.

Prepared by:

Dena Florez
Recording Secretary

Bonnie Lee
Secretary/Treasurer