



# Personnel Committee Meeting Minutes

Tuesday, June 27, 2017  
 Time: 3:15pm-4:15pm  
 Location: U-SU Board Room 303  
 Attendees: Personnel Committee Members, General Public

**I. Organizational Items:**

a. Called to Order by David Zitser @ 3:15pm

**b. Roll Call**

David Zitser	<i>President</i>	×Present
David Garcia	<i>Vice President for Administration</i>	×Present
Neyda Umana	<i>Vice President for Academic Governance</i>	×Present
Aaron Castaneda	<i>Vice President of Finance</i>	×Present
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	×Present
Marcos Montes	<i>Vice President of External Affairs &amp; Advancement</i>	×Present
Marcus Rodriguez	<i>Director of Government Affairs &amp; Leadership Programs</i>	×Present
Intef W. Weser	<i>Executive Director</i>	×Present
Dr. Jennifer Miller	<i>University President's Designee</i>	× Excused Absent
Guests of the Gallery	Pablo Ortega, Human Resources	

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

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>David Garcia</b>
Motion to approve the adoption of Agenda for Tuesday, June 27, 2017 Friendly amendment to table the Minutes of May 9, 2017 to next meeting.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>
			<b>Abstained</b> 0
<b>Motion: Approved</b>			

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

<b>Offered By:</b>		<b>Seconded by:</b>	
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion:</b>			

**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

b. Introductions"-

- ✚ Alix Alcazar- Executive Administrative Assistant - Previous students, and former student government participant. Great person to come to for advice regarding school.
- ✚ Jazmine- ASI Secretary Treasurer. I'm finishing my 3rd year and now going on my 4th. Major is accounting.
- ✚ Dena Flores- Office manager
- ✚ David Garcia- Vice president of Administration. 2<sup>nd</sup> year in ASI.
- ✚ David Zitser – ASI President 3<sup>rd</sup> year in ASI, also in his 4<sup>th</sup> year at Cal State LA.
- ✚ Aaron Castaneda – Vice President of Finance
- ✚ Neyda- Vice President of Academic Governance, previous experience in ASI through Lobby Corps. I'm a transfer student, so this is my second year at Cal State La. Excited to be involved
- ✚ Marcos- Vice president of External Affairs and Advancement.
- ✚ Marcus Rodriguez- Director of Government Affairs and Leadership Programs.
- ✚ Pablo Ortega- Will sometimes take place of Suzie from Human Resources.
- ✚ Intef- Executive Director of ASI.

III. Reports

- a. David Zitser-No official Report
- b. Intef Weser- things not listed  
Project list- Short and Long  
Job Descriptions: Reviewing today

IV. New Business

- a. Personnel Committee Code and Procedure Review Policy 101- The committee will review the Personnel Committee COP.
  - i. Document Availability Online- The committee will briefly review how to access personnel policies and procedures.
    - ✚ Article II section 5, a suggestion made to add. A sentence stating who is responsible to send us evaluations to board.
    - ✚ Students read Policy 101 online.
    - ✚ Aaron: Article IV section 2. Last year we had emergency scheduled meeting chairs to be more consistent posting on time.
    - ✚ Marcos: Regarding the Membership, I feel personnel are important to attend, to talk about the experience with the personnel.
    - ✚ Intef: By not being on committee doesn't mean you can't attend. Look at function of committee, doesn't mean you can't attend. It also doesn't mean you can't share.
    - ✚ Aaron: All executives should be on all standing committees responsible to be on the committees.
    - ✚ Marcus: Broaden the scope of evaluation of staff. Marcos" I have gotten a lot from committee but not sure I contribute to the committee. Will think about this, next week I will come with amendments.
    - ✚ Aaron: If you do from personnel you have to do across the board.
    - ✚ Marcos: We should know what we contribute to the committee. Voters should be more experienced in the Committee
    - ✚ Neyda: Is there a way to see if we really need to be present.
    - ✚ Aaron" this has to be researched/ need to know which meeting to attend.

- ✚ Jazmine" I would like to see how it is then decide. Then I will give my evaluation, and I would also like to have a voice
- ✚ Intef: It's not about what you bring to the committee, its more about time management.

- b. A.S.I. Staff essential Duties breakdown- The Executive Director will share an overview of A.S.I. Staff Projects, Job Descriptions, and Essential Duties Breakdown.
  - i. Staff Job Description.

- ✚ Aaron: Essential functions to Pro staff come from staff. Goals for the Executive Director, we should make a list and at the end of the year, go over it and adjust, which was done last year, I would like that done, maybe this year.
- ✚ Marcos: Would like to have time next meeting to cover staff expectations. Start brainstorming
- ✚ David Z: Next Personnel bring the Staff Project lists.

**V. Old Business**

- a. Hiring Updates- Staff will provide updates on the hiring process for the vacant staffing positions.
  - i. Web Designer & Social Media-student assistant
  - ii. Graphic Designer and Web Attendant – student assistant

- ✚ Intef: Gus potentially has some one for social media and we will keep Osiris as long as we can
- ✚ Neyda: Graphic Designer/Web Designer
- ✚ Dena: We have new student staff, Christina Mia Mendez (Tina) is a junior, Christopher Cardona is a freshman, and Trudy Santos is a senior. Christina and Christopher cover the front desk and Trudy is my student assistant.

**VI. Adjournment**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jazmin Ortiz</b>			
Motioned to Adjourn the meeting at 4:11pm						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>None</b>	<b>Motion: Passed</b>

Associated Students, Inc.  
 Personnel Committee Meeting  
 Summary of Actions Taken  
 Tuesday, June 27, 2017

**I. Organizational Items:**

- a. Called to Order by David Zitser @ 3:15pm
- b. Roll Call

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

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>David Garcia</b>			
Motion to approve the adoption of Agenda for Tuesday, June 27, 2017 Friendly amendment to table the Minutes of May 9, 2017 to next meeting.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Approved</b>

d. Approval of Minutes (action):

Offered By:		Seconded by:	
All in Favor		Opposed	
		Abstained	
Motion:			

VIII. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz
Motioned to adjourn the meeting at 4:11pm			
All in Favor	All	Opposed	None
		Abstained	None
Motion: Passed			

**CERTIFICATION**

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc, California State University, Los Angeles held on June 27, 2017 in the University Student Union 303AB. Consensus by the A.S.I. Board of Directors on: Tuesday, July 11, 2017.

Prepared by:

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**Dena Florez**  
 Recording Secretary

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**Jazmin Ortiz**  
 Secretary/Treasurer