



# Personnel Committee Meeting

## Minutes

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Tuesday, February 6, 2018

Type of meeting: General

Time: 3:51- 4:00 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

### I. Organizational Items:

#### a. Called to Order by David Zitser

#### b. Roll Call

|                     |   |                  |
|---------------------|---|------------------|
| David Zitser        | <i>President</i>  | xPresent         |
| David Garcia        | <i>Vice President for Administration</i>                                | xExcused Absence |
| Neyda Umana         | <i>Vice President for Academic Governance</i>                           | xPresent         |
| 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>  | xExcused Absence |
| Susie Varela        | <i>Director of Human Resources</i>                                      | xExcused Tardy   |
| Pablo Ortega        | <i>Human Resources</i>  | xPresent         |
| Dr. Jennifer Miller | <i>University President's Designee</i>                                  | xPresent         |
| Intef W. Weser      | <i>Executive Director</i>   | xPresent         |
| Marcus Rodriguez    | <i>Director of Government Affairs &amp; Leadership Programs</i>         | xPresent         |
| Candy Noriega       | <i>Rongxiang Xu College of Health and Human Services Representative</i> | xExcused Absence |

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

|  |             |              |                 |           |   |                |
|--|-------------|--------------|-----------------|-----------|---|----------------|
| Offered By:  | Neyda Umana | Seconded by: | Aaron Castaneda |           |   |                |
| Motion to approve the adoption of Agenda for Tuesday, February 6, 2018 |             |              |                 |           |   |                |
| All in Favor   | All         | Opposed      | None            | Abstained | 0 | Motion: Passed |

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

|   |             |              |              |           |   |                |
|---|-------------|--------------|--------------|-----------|---|----------------|
| Offered By:   | Neyda Umana | Seconded by: | Jazmin Ortiz |           |   |                |
| Motion to approval of the minutes for Tuesday, November 7, 2017 |             |              |              |           |   |                |
| All in Favor  | All         | Opposed      | None         | Abstained | 1 | Motion: 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. Action Items**

- a. Policy 115- The committee will review and take action on the policy with the recommended changes.
  - ✚ Dena Florez- When it was approved at the time, there was a comment made. On page 5, I highlighted it yellow, the table that was approved was basically set up to meet the minimum wage standards. Currently ASI Student Assistants get merit increase twice a year; the purpose of going to this table was when it was approved before student assistants got one merit increase a year and still got 2 evaluations per year. One is performance, we will sit down with them discuss goals and where they want to reach and the following 6 months will be one merit. Reason was preparing students for real world experiences and in the real world we don't get 2 merits a year. Also, the question that was raise was having 2 merits a year basically a student after 2 years can no longer work in ASI because they met that last level. This way when a student comes to work and merit increase once a year they can stay. Come this far I don't want to go back to the 8 steps we had so basically on page 5 that is where the change needs to happen. Page 5, "Appraisal every six (6) months after being hired. Performance evaluations are constructed every six (6) months with the possibility of a salary adjustment (increase)" needs to change the first one being an performance and the second one being a possible salary adjustment because it's not a given that they will get a merit increase; the supervisor will request/ suggest and the Executive Director will approve.
  - ✚ David Zitser- Everything in red has been approved by Personnel. The things highlighted needs updating.
  - ✚ Marcos Montes- Is there a suggestion of language.
  - ✚ David Zitser- The suggestion is highlighted.
  - ✚ Dena Florez- No, the highlighted is what needs to be changed. I'm suggesting "appraisal every 6 months' salary adjustment.

|                              |                    |                     |                        |                  |          |                       |
|------------------------------|--------------------|---------------------|------------------------|------------------|----------|-----------------------|
| <b>Offered By:</b>           | <b>Neyda Umana</b> | <b>Seconded by:</b> | <b>Aaron Castaneda</b> |                  |          |                       |
| Motion to Approve Policy 115 |                    |                     |                        |                  |          |                       |
| <b>All in Favor</b>          | <b>4</b>           | <b>Opposed</b>      | <b>0</b>               | <b>Abstained</b> | <b>1</b> | <b>Motion: Passed</b> |

**IV. Standing Discussion Items:**

- a. Staff Midyear Feedback Update- The committee will be provided an update on the progress of the process.
  - ✚ David Zitser- Time frame we only had 5 people who submitted. So I'm here to suggest if we should reopen the window to get more evaluations or keep it close and go based off those results.
  - ✚ Jazmin Ortiz- I agree we should give more time because 5 people might be biased and if we have more people we will get more opinions.
  - ✚ Neyda Umana- I agree. If these committee approves, I suggest to get your committee members face to face because I've sent emails and sometimes they don't work out the best.
  - ✚ Aaron Castaneda- If we push the deadline for 2-3 more weeks how close are we going to be from the mid-year to the full year because the mid-year started late this year.
  - ✚ Intef Weser- The full year starts in March.
  - ✚ Jazmin Ortiz- How long is the extension.
  - ✚ David Zitser- It's up to the committee, I'm thinking a week.
  - ✚ Aaron Castaneda- How long was it open for?
  - ✚ David Zitser- It was open for about a month but one reason we think there wasn't a lot because the period which it was open was winter break. The one week period is during the spring semester we can get results. I will open up for another week.

- b. Official Performance Review Timeline- The committee will review the timeline.
- ✚ Review at the next Personnel Meeting.
- c. Project Lists-The committee will be updated on the projects that the Staff is undergoing.
- ✚ David Zitser- I created a tracker.
  - ✚ Aaron Castaneda- I feel like there is too many things.
  - ✚ David Zitser- How this project list is designed is how the Executive Director works in the different areas. For example, Intef works with me a lot and when you look Marcos area Intef doesn't work with him a lot. It's not reflected on the project list because it's not a project Intef does.
  - ✚ Aaron Castaneda- There is more stuff in my area than your area.
  - ✚ David Zitser- That's how things played out.
  - ✚ Marcus Rodriguez- When a project is contributed to an individual. For example, my section the Student Health Center letter.
  - ✚ David Zitser- How it works, projects assigned to staff for example are projects that have been delegated from the Executive Director to be completed. For example, I was told this project was delegated to you with a certain deadline to be completed by the 25<sup>th</sup>. It's a project from the Executive Director.
  - ✚ Intef Weser- This is my project list.
  - ✚ Neyda Umana- There are some things that aren't listed and that's my fault I haven't forward David the proper descriptions. I want to point out Incentive Analysis, I sent out an email this weekend about that and I think that project isn't completed yet. It was my understanding that what was supposed to be obtained was a full analysis and not just the incentives. That shouldn't be highlighted in green.
  - ✚ David Zitser- How it works is you can see the sections broken down, the summary for the project, expected deadline, actual deadline, and note section.
  - ✚ Aaron Castaneda- When we conduct the mid-year or full year evaluations that this doesn't impact them individually.
  - ✚ Susie Varela- Like Marcus has his own project list; this is Intef's project list and his different areas.
  - ✚ David Zitser- I assigned to the Executive Director and it's up to him on how he gets it done.
  - ✚ Neyda Umana- One thing I ask is improve communication.
  - ✚ David Zitser- Marcus your project list.
  - ✚ Marcus Rodriguez- Let me know if you have any questions about it.
  - ✚ Susie Varela- All these things have been completed or in the process or are they goals. Because in the other one I got to see like the green, red, and etc. Does everyone use a different format?
  - ✚ David Zitser- The way Intef's is structured is a templet that I created to better track, it's customize on the way we work together. But these project lists are coming from specific areas.
  - ✚ Susie Varela- How do you have a chance to put it on the progress reports.
  - ✚ Marcus Rodriguez- When the project is completed they fall off the project list.
  - ✚ Susie Varela- Got it. I won't see what you completed.
  - ✚ Marcus Rodriguez- No, they only wanted to see the current project list.
  - ✚ David Zitser- Dena your project list.
  - ✚ Dena Florez- Do you all have any questions about mine? So basically I break my down on the different tasks I do. Like Marcus when the project is done it comes off the project list. I try to make note when projects are done.
  - ✚ David Zitser- The next project list is Ashley's and since Ashley falls under Marcus's area. Let's do the same thing go over it and ask if you have any questions.
  - ✚ Aaron Castaneda- I was told because I sit on the interviewing committee that the Programs and Market Advisor was going to get filled by February 23<sup>rd</sup> is that the date to be finished.
  - ✚ Marcus Rodriguez- Targeted date.
  - ✚ David Zitser- Gus's project list. Next is Alix's project list.

**V. Discussion**

- a. Staff Workflow- The Personnel Committee will look at the Job Descriptions of ASI Staff to align them with the needs of the organization
  - + Expectation: Time breakdown of each staff member
  - + Prepare: Read through each job description
  - + David Zitser- This is going to be like a performance analysis.
  - + Marcos Montes- What is the intend outcome of the job descriptions?
  - + David Zitser- The intended outcome of the job descriptions was to familiarize ourselves with what the job descriptions. When you look at Alix's project list you can see the time broken down on each project.
  - + Marcos Montes- Can we adjust?
  - + Susie Varela- They aren't untouchable; we can update, revised, remove items, and etc. Yes you can change them. Update as necessary.
  - + Aaron Castaneda- If we did get to that process, how long does it usually take?
  - + Susie Varela- If its one position, mostly likely someone from my office (Pablo) and will sit with the individual and the supervisor. It will take about less than a month, it is based on scheduling.
  - + Neyda Umana- How are you going to determine how much time is being spent on each area. I want to know what kind of notes to take when reading the job descriptions.
  - + Intef Weser- The percentages, sit down with the employee, look at their job descriptions, and be as I spent this much time on this area etc. I share with HR as well and they can look at it. It's going to be based on their job description.
  - + David Zitser- Another purpose is to meet the current organizationally needs. Therefore, any notes will be good notes.
  - + Marcos Montes- For reference is there job description guidelines so it can be helpful for us so we know a good job description.
  - + Pablo Ortega- It would be helpful if you wrote down the areas in your own percentages. For example, if might have a different percentage than someone else.

**VI. Reports**

- a. ASI President: **David Zitser**
  - + Mine was the Project list tracker
- b. ASI Executive Director: **Intef W. Weser**
  - + I will let you know when the next staff meeting is.
  - + Marcos Montes- Personnel Committee code of procedure needs to be updated because the chair wasn't here.
  - + David Zitser- I think I'm allowed to assume responsibility if there's an absence.
  - + Intef Weser- This is a need at the moment, he is president. I know we changed it to VPA.
  - + David Zitser- We voted to make VPA chair. No, we didn't make a vice chair.

**VII. Action Items**

**VIII. Adjournment**

|  |                  |                     |          |                  |          |                       |
|--|------------------|---------------------|----------|------------------|----------|-----------------------|
| <b>Offered By:</b>                         | <b>Consensus</b> | <b>Seconded by:</b> |          |                  |          |                       |
| Motioned to adjourn the meeting at 4:00 pm |                  |                     |          |                  |          |                       |
| <b>All in Favor</b>                        | <b>All</b>       | <b>Opposed</b>      | <b>0</b> | <b>Abstained</b> | <b>0</b> | <b>Motion: Passed</b> |

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

I. Organizational Items:

a. Called to Order by David Zitser

b. Roll Call

c. Adoption of Agenda for Tuesday:

|  |             |              |                 |           |   |                |
|--|-------------|--------------|-----------------|-----------|---|----------------|
| Offered By:  | Neyda Umana | Seconded by: | Aaron Castaneda |           |   |                |
| Motion to approve the adoption of Agenda for Tuesday, February 6, 2018 |             |              |                 |           |   |                |
| All in Favor   | All         | Opposed      | 0               | Abstained | 0 | Motion: Passed |

d. Approval of Minutes (action):

|   |             |              |              |           |   |                |
|---|-------------|--------------|--------------|-----------|---|----------------|
| Offered By:   | Neyda Umana | Seconded by: | Jazmin Ortiz |           |   |                |
| Motion to approve the approval of minutes for Tuesday, November 7, 2017 |             |              |              |           |   |                |
| All in Favor  | All         | Opposed      | 0            | Abstained | 1 | Motion: Passed |

VIII. Adjournment

|  |           |              |   |           |   |                |
|--|-----------|--------------|---|-----------|---|----------------|
| Offered By:                                | Consensus | Seconded by: |   |           |   |                |
| Motioned to adjourn the meeting at 4:00 pm |           |              |   |           |   |                |
| All in Favor                               | All       | Opposed      | 0 | Abstained | 0 | Motion: Passed |

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**CERTIFICATION**

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

Prepared by:

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**Dena Florez**  
**Recording Secretary**

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**Jazmin Ortiz**  
**Secretary/Treasurer**

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