



Personnel Committee Meeting

Minutes

Tuesday, May 1, 2018

Type of meeting: Special

Time: 3:15-4:30 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by Marcial Romero

b. Roll Call

David Zitser	<i>President</i>	xPresent
Marcial Romero	<i>Vice President for Administration</i>	xPresent
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 & Services</i>	xPresent
Marcos Montes	<i>Vice President of External Affairs & Advancement</i>	xExcused Tardy @3:50 pm
Jeovany Aguilar	<i>Chief Justice</i>	xUnexcused Absence
Susie Varela	<i>Director of Human Resources</i>	n/a
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 & Leadership Programs</i>	xPresent
Candy Noriega	<i>Rongxiang Xu College of Health and Human Services Representative</i>	xPresent

c. Adoption of Agenda for Tuesday:

Offered By:	Jazmin Ortiz	Seconded by:	Aaron Castaneda			
Motion to approve the adoption of Agenda for Tuesday, May 1, 2018						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Jazmin Ortiz	Seconded by:	Candy Noriega			
Motion to approval of the minutes for Tuesday, April 17, 2018 and Friday, April 20, 2018						
All in Favor	5	Opposed	None	Abstained	0	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. **Action Item: (Closed Session) Performance Appraisal of Professional Staff**

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motioned to closed session						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

- i. **Executive Director will share Performance Appraisal of Fulltime Staff members:** the committee will review and take action on the recommended evaluations of full-time staff members and merit.

✚ Gus

Offered By:	Candy Noriega	Seconded by:	Aaron Castaneda			
Motioned to accept the performance evaluation as is						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motioned to approve a merit increase by 3%						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

✚ Ashley

Offered By:	Jazmin Ortiz	Seconded by:	Aaron Castaneda			
Motioned to accept the performance evaluation as is						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motioned to approve a merit increase by 3%						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

✚ Alix

Offered By:	Candy Noriega	Seconded by:	Jazmin Ortiz			
Motioned to accept the performance evaluation as is						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Candy Noriega	Seconded by:	Jazmin Ortiz			
Motioned to approve a merit increase by 3%						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

✚ Marcus

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motioned to accept the performance evaluation as is						
All in Favor	6	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Aaron Castaneda	Seconded by:	Candy Noriega			
Motioned to approve a merit increase by 3%						
All in Favor	6	Opposed	0	Abstained	0	Motion: Passed

 Dena

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes			
Motioned to accept the performance evaluation as is						
All in Favor	5	Opposed	0	Abstained	1	Motion: Passed

Offered By:	Marcos Montes	Seconded by:	Jazmin Ortiz			
Motioned to approve a merit increase by 3%						
All in Favor	5	Opposed	0	Abstained	1	Motion: Passed

- ii. **ASI Executive Director Evaluation:** the committee will review and take action on the recommended evaluation of the Executive Director and merit.

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes			
Motioned to accept the performance appraisal as is						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Jazmin Ortiz	Seconded by:	Aaron Castaneda			
Motioned to extend meeting by 15 minutes						
All in Favor	4	Opposed	2	Abstained	0	Motion: Passed

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motioned to move out of closed session at 4:40 pm						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

IV. Reports:

V. Discussion

VI. Adjournment

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motioned to adjourn the meeting at 4:43 pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.
 Personnel Committee Meeting
 Summary of Actions Taken
 Tuesday, May 1, 2018

I. Organizational Items:

- a. Called to Order by Marcial Romero

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Jazmin Ortiz	Seconded by:	Aaron Castaneda			
Motion to approve the adoption of Agenda for Tuesday, May 1, 2018						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Jazmin Ortiz	Seconded by:	Candy Noriega			
Motion to approval of the minutes for Tuesday, April 17, 2018 and Friday, April 20, 2018						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

VI. Adjournment

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motedioned to adjourn the meeting at 4:43 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 Tuesday, May 1, 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

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