



# Personnel Committee Meeting

## Minutes

Tuesday, October 23, 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 Nia Johnson at 3:15 pm

#### b. Roll Call

Nia Johnson	<i>President</i>	Present
	<i>Vice President for Administration</i>	N/A
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President of Finance</i>	Present
Veronica Garcia-Martinez	<i>VP for External Affairs and Advancement</i>	Present
David Sun	<i>Secretary/ Treasurer</i>	Present
Fritza Plasencia	<i>College of NSS Rep</i>	Present
Nia Allen	<i>Chief Justice</i>	Present
Susie Varela	<i>Human Resources</i>	Unexcused Tardy @3:38 pm
Dr. Jennifer Miller	<i>University President's Designee</i>	Unexcused Tardy
Pablo Ortega	<i>Classification/Compensation Specialist</i>	Present
Marcus Rodriguez	<i>Interim Executive Director</i>	Present
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present

🚩 Dena shares she met with Dr. Jennifer Miller earlier and she would attend the meeting shortly.

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

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jacquelyn Acosta</b>			
Make an amendment to remove the closed session tag on items a & b under Discussion Items.						
<b>All in Favor</b>	<b>5</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

<b>Offered By:</b>	<b>Veronica Garcia-Martinez</b>	<b>Seconded by:</b>	<b>Fritza Plasencia</b>			
Make an amendment to strike action item Vice Chair from agenda and present at next bi-laws. (ASI Policy 101)						
<b>All in Favor</b>	<b>5</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

🚩 Nia clarifying the motion above for Fritza.

Offered By:	Jacquelyn Acosta	Seconded by:	Aaron Castaneda			
Motion to approve the adoption of Agenda for Tuesday, October 23, 2018.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

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

Offered By:	Fritza Plasencia	Seconded by:	Aaron Castaneda			
Motion to approve the minutes for Tuesday, October 9, 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. Info Items:**

- a. **ASI Management Transition** - The committee will be notified of the vacancy of the Executive Director Position and the organization transition plan.

- i. **Executive Director Project List** - The committee will confirm the delegation of projects.

- ✚ Nia shares that Betty Kennedy and Frangelo will help support the ASI task list.
- ✚ Dr. Jennifer Miller states that Nancy is traveling so email would be preferred do she gets back to Nia sooner than her return.
- ✚ Marcus shares he wants to look at actual projects Frangelo can specifically help ASI in his given specialty. Marcus will check in with Jen and Nancy after Marcus has a meeting with Frangelo.
- ✚ Nia mentions this was put together with the transition so ASI can still be supported can be edited in the future.
- ✚ Aaron emphasizes that just because there is a name next to a certain project does not mean they are solely responsible for it.
- ✚ Veronica voices her concerns about the committee being able to give opinion on who could help better with the certain projects.
- ✚ Nia confirms this is a foundation because of the transition.
- ✚ Aaron mentions when the Senior Coordinator comes in they will also be in charge of some items.
- ✚ Jacqueline asks who will be in charge of screening applications for vacant ASI positions.
- ✚ Marcus says he is trying to select them from the online applications.
- ✚ Nia adds Keomi is also a resource.

- b. **Mid-Year Evaluation Extension** - The committee will be informed of the adjustment made to the mid-year evaluation timeline.

- ✚ The deadline was extended to Monday.
- ✚ Fritza voices concern of reminders because of email issues.
- ✚ Extensive conversations about reminders for the mid-year evaluations.
- ✚ Jacqueline emphasizing timeline and who is responsible for what staff member evaluation has been discussed.
- ✚ Dena voicing concern on the confusion everyone has about who they need to submit the evaluation forms after they are complete.
- ✚ Nia Allen asked if they need to do an evaluation on the former Executive Director
- ✚ Susie responds no one has to do an evaluation for the former Executive Director.
- ✚ Aaron touches on the end of the year evaluations being important to staff appraisals.

c. **ASI Personnel Committee Schedule** - The committee will review the new ASI Personnel Committee Meeting Schedule.

- Nia talks about increasing the frequency of personnel meetings and what the dates look like.
- Nia also highlights for everyone to keep in mind the meeting days and times when registering for classes.

d. **ASI Senior Coordinator Search Update** - The committee will be notified of the recent updates in the hiring process for the ASI Senior Coordinator Position.

- Marcus shares they had two candidates, now as he is interim Executive Director along with admin have chosen one, and they are moving forward.
- Nia asks when the new staff member will be brought on.
- Marcus says depends on the negotiation process of start date.
- Nia then asks if she can get an estimate of start date, the end of the semester.
- Marcus and Dr. Jennifer Miller respond yes.
- Dr. Jennifer Miller goes over the process USU and ASI are going through to expedite the process.
- Nia asks if by next personnel committee meeting will the candidate start.
- Dr. Jennifer Miller responds with the best case scenario yes but they usually want candidates to talk it over with their employer and loved ones.
- Marcus talks about the times line for the new candidate and hopes they will start by January because November and December are holiday months. He also mentions mostly not by next personnel.

#### IV. Action Items:

- a. **ASI Policy 101 Personnel Committee Code of Procedure** - The committee will review and take action on recommended amendments.

#### V. Discussion Items:

- a. **Potential Salary Increases** - The committee will review and discuss a potential salary increase retroactive to the Interim Executive Director position.

- Aaron shares the current budget supports it temporarily.
- Susie responds that Frangelo and Betty max out at 40 hours, they can work an additional 10 hours.
- Nia asks Dr. Jennifer Miller about the concerns Frangelo has before supporting ASI.
- Dr. Jennifer Miller shares that her and Frangelo are in constant communication to make sure he is doing his regular duties and to schedule ASI support.

- b. **Potential Compensation for University Support** - The committee will review and discuss possible monetary compensation for Betty Kennedy and Frangelo Ayrán.

- c. **ASI Executive Director Job Description** - The committee will review and discuss the ASI Executive Director Job Description.

- Nia shares she wants to look at the Executive Directors job description with Susie and Dr. Wada-McKee to make sure who they find has AS's bet interest.
- Aaron asks what makes the Executive Director classified as Admin II mean or in tale.
- Susie defines Admin I, Admin II, Admin III and Admin IV.
- Nia wants to add academic counseling to the Executive Directors role.
- Pablo shares to put preferable on the job description instead of required. He also mentions if ASI wants a candidate to have ASI experience they must out the in the job description.
- Susie adds asking an Executive Director to have research back ground and counseling is too much.

- Dr. Jennifer Miller highlights to put the requirement at the top and the desirables after so you can have the different piles of candidates.

d. **ASI Executive Director Hiring Timeline** - The committee will review and discuss the proposed timeline for hiring a new ASI Executive Director.

- Nia states everyone should look at the draft. October 23rd – November 6<sup>th</sup> reviewing and updating the Executive Directors job description. Drafting the Executive Directors hiring procedure.
- Marcus shares he wants to get a sold draft to share with Dr. Jennifer Miller.
- Veronica wants to know what will be happen in the gap of November 6<sup>th</sup>- January 29<sup>th</sup>.
- Nia shares the position needs to be posted a certain amount of time.
- Susie shares the process of looking over the Executive Directors job description should not take a long time. Should take at most a week and ready for next committee meeting.
- Dr. Jennifer Miller says getting more feedback from others on the job description is very helpful.
- Nia restates she would want to have everything done by November 6<sup>th</sup> because there can't be any more meetings added.
- Susie states you only have to post the job for 14 days but recommends to leave it open for applicants maybe an additional week for more applicant to submit applications and take into consideration where the job will be advertised.

VI. **Reports:**

a. **ASI President for Administration:** Nia Johnson

- She shares she had a meeting with Marcus and Frangelo to outline the kinds of support she needs as ASI President and what areas she wants more focus on during the transition.

b. **ASI Interim Executive Director:** Marcus A. Rodriguez

- Marcus says the Executive Directors assistant position is going to be put on hold.

VII. **Adjournment:**

<b>Offered By:</b>	<b>Fritza Plasencia</b>	<b>Seconded by:</b>	<b>Veronica Garcia-Martinez</b>			
Motioned to adjourn the meeting at 4:34 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, October 23, 2018

I. Organizational Items:

a. Called to Order by Nia Johnson at 3:15 pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

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Make an amendment to remove the closed session tag on items a & b under Discussion Items.						
<b>All in Favor</b>	5	<b>Opposed</b>	None	<b>Abstained</b>	0	<b>Motion: Passed</b>

<b>Offered By:</b>	Veronica Garcia-Martinez	<b>Seconded by:</b>	Fritza Plasencia			
Make an amendment to strike action item Vice Chair from agenda and present at next bi-laws. (ASI Policy 101)						
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<b>Offered By:</b>	Jacquelyn Acosta	<b>Seconded by:</b>	Aaron Castaneda			
Motion to approve the adoption of Agenda for Tuesday, October 23, 2018.						
<b>All in Favor</b>	5	<b>Opposed</b>	None	<b>Abstained</b>	0	<b>Motion: Passed</b>

d. Approval of Minutes (action):

<b>Offered By:</b>	Fritza Plasencia	<b>Seconded by:</b>	Aaron Castaneda			
Motion to approve the minutes for Tuesday, October 9, 2018.						
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VII. Adjournment:

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<b>All in Favor</b>	All	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion: Passed</b>

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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, and Los Angeles held on Tuesday, October 23, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, November 6, 2018

Prepared by:

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

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**David San**  
**Secretary/Treasurer**