



# Personnel Meeting

## Minutes

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Day/Date: July 21, 2020  
Time: 3:00-4:15PM  
Location: Zoom  
Attendees: Personnel committee  
Type of Meeting: General Public

### I. Organizational Items:

**Call to order by: Chair Ma Ledi Ham Loot, ASI Vice President for Administration @ 3:15PM**

#### b. Roll Call

Ma Ledi Ham Loot	Vice President for Administration	Present
Diana Chavez	President	Present
Kayla Misa	Vice President for Finance	Present
Gabriel Avila	Vice President for Academic Governance	Excused Tardy @3:18
Analiz Marmolejo	Vice President for External Affairs and Advancement	Excused Tardy @3:30
Anna Nguyen	Secretary Treasure-Rep-At-Large	Present
Ryan Yoo	Chief Justice	Present
Susie Varela	Human Resources	Present
Dr. Jennifer Miller	University President's Designee	Present
Dena Florez	Office Manager of Administration & Services	Present

#### c. Adoption of Agenda:

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Anna Nguyen</b>
Motion to Approve Agenda for Tuesday, July 21, 2020 Consensus to Approve Agenda for Tuesday, July 21, 2020- Consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>
<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>	

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

<b>Offered By:</b>	<b>Gabriel Avila</b>	<b>Seconded by:</b>	<b>Anna Nguyen</b>
Motion to table Minutes from Thursday, May 7, 2020 Consensus to table Minutes from Thursday, May 7, 2020- Consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>
<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>	

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Kayla Misa</b>
Motion to table discussion of policy 115 and policy 116 to next meeting Consensus to table discussion of policy 115 and policy 116- Consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>
<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>	

## II. Public Forum

- a. This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
- Discussion: None.

## III. Discussion Items

- a. **Policy 101 – Personnel Committee Codes of Procedures. The Committee will review the Personnel committee Code of procedure.**
- Ledi: *Ledi goes over the articles in policy 101 and what it means.*
  - Dena: *It was my understanding that personnel meetings run concurrently with executive meetings. Dena continues to explain how and why these meetings run together.*
  - Ledi: *Should we make amendments?*
  - Dena: *Put it as an action item for the next meeting.*
- b. **Policy 102 – Student Government & Staff Organizational Chart**
- Ledi: *Ledi goes over the organizational chart and who needs to be hired.*

## IV. Action Items

- a. **Nominate and Appoint a Vice Chair- The Committee will nominate and appoint a Vice Chair for the committee**
- Ledi: *Can I get a nomination for vice chair?*
  - Diana: *I nominate Anna.*
  - Ledi: *Anna's doing a lot of things already.*
  - Analiz: *I nominate Kayla.*
  - Gabriel: *If nobody wants to step up, I can step up.*
  - Ledi: *Ledi describes the duties of being vice chair.*
  - Kayla: *Declined her nomination.*
  - Gabriel: *Does the chair think that this is something I can handle? I believe that I have enough experience and a support system that will allow me to do it.*
  - Ledi: *I have full confidence. Let's take a vote.*
  - Anna: *Anna took a roll call vote and it was a unanimous vote to appoint Gabriel Avila as the vice chair.*

## V. New Business

- a. **Midyear Evaluation Timeline**
- Ledi: *Ledi goes over the midyear evaluation process and some changes that were made.*
- b. **Policy 115 – Student Staff Classification and Pay Plan – The Committee will review the suggested edits and make recommendations.**
- c. **Policy 116 – Student Staff Grade Verification – The Committee will review the suggested edits and make recommendations.**

## VI. Reports

- a. **ASI Vice President for Administration**
- Ledi: *For this committee I've been reviewing the policies with Dena. I've also been working on midyear evaluation timeline. Gus has informed me that one of our student staff will be leaving us. He will be updating the position description and hopefully hire someone.*
- b. **ASI Interim Executive Director**
- c. **Representative from the University's Office of Human Resources Management**
- Susie: *I don't have anything new to report.*
- d. **University President's Designee**
- Jennifer: *I met with Diana Friday to talk about things to consider with personnel meetings moving forward. Jen discusses ideas on how to fill the executive director position.*

## VII. Adjournment

Offered By:	Diana Chavez	Seconded by:	Anna Nguyen				
Motion to adjourn the meeting at 3:49PM Consensus to adjourn the meeting – Consensus reached.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed