



# Personnel Meeting

## Minutes

Day/Date: Tuesday, October 13, 2020  
 Time: 2:51  
 Location: Zoom  
 Attendees: Personnel committee  
 Type of Meeting: General Public

### I. Organizational Items:

**Call to order by: Chair Ledi Loot, ASI Vice President for Academic Governance @ 3:22**

#### b. Roll Call

Ma Ledi Ham Loot	Vice President for Administration	Present
Diana Chaves	President	Present
Kayla Misa	Vice President for Finance	Excused Absence
Vacant	Vice President for Academic Governance	Present
Analiz Marmolejo	Vice President for External Affairs and Advancement	Present
Anna Nguyen	Secretary Treasure-Rep-At-Large	Present
Ryan Yoo	Chief Justice	Present
John Vi	College of Business and Economics	Excused Tardy @3:27
Emily Sandoval	College of Natural and Social Sciences	Excused Tardy @ 3:24
Susie Varela	Human Resources	Present
Dr. Jennifer Miller	University President's Designee	Present
Dena Florez	Office Manager of Administration & Services	ET @3:27

#### c. Adoption of Agenda:

<b>Offered By:</b>	<b>Diana Chavez</b>	<b>Seconded by:</b>	<b>Anna Nguyen</b>
Motion to Approve Agenda for Tuesday, October 13, 2020 Consensus to Approve Agenda for Tuesday, October 13, 2020- Consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
			<b>Motion: Passed</b>

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

<b>Offered By:</b>	<b>Diana Chavez</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>Abstained</b>
			<b>Motion: Passed</b>

<b>Offered By:</b>	<b>Kayla Misa</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>
Motion to table Minutes from Tuesday, September 29, 2020 Consensus to table Minutes from Tuesday, September 29, 2020- Consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</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.

### III. Information Items

#### a. Midyear Evaluation Update-

- i. **Ledi Loot:** October first I sent out the midyear evaluation and I've been following up with the ASI student reps and have received six responses so I'm going to send out another email tonight and another before the deadline on Friday at six P.M. and I submitted that to keep track of everyone and answer questions.

#### b. Retroactive Staff Raise Update:

- i. **Ledi Loot:** During the BOD the board decided to grant the seven percent retroactive staff raise effective last July first for Dena and Gus.
- ii. **Ryan Yoo:** Regarding the staff evaluations I have had some questions for my associative justices regarding where everything goes and quite honestly, I'm kind of confused on where everything goes myself.
- iii. **Ledi Loot:** You will have to make two evaluation forms and you will attach it to an email and send it to Diana and CC me.
- iv. **Ryan Yoo:** It's More like in terms of is there anything specific we have to fill out outside of the category rating because I know we all have to write the name of the staff being evaluated.
- v. **Ledi Loot:** Yeah, the name and then if you have further comments. So, no signatures.

#### c. Web and Social Media Tech:

- i. **Ledi Loot:** It has been posted on handshake already and we will start accepting applications for that position already. However, Gus had to modify some of the job descriptions just to adapt to the current situation that we have because we rely heavily on social media right now, so we really need someone to oversee and make sure Instagram and the website are updated.

### IV. Discussion Items:

#### a. ED Search Committee- The committee will continue the discussion on the membership for the ED Search committee

- i. **Ledi Loot:** Dena, I, and Diana had conversation of recommendations of who can be part of the search committee and the names that came were me as the chair, Dena, Gus, Frangelo, Betty.
- ii. **Diana Chaves:** Have you asked Frangelo already? And with the names you want to consider for the committee, do you have back up for them?
- iii. **Ledi Loot:** I have not asked Frangelo, but I do have back up of anyone I consider says no.
- iv. **Jennifer Miller:** I supervise Frangelo and I think that he would be happy to help so workloads flow constantly, and I can alleviate some of his workload so it can't hurt to ask.
- v. **Dena:** Before asking Marie Elena, she is great but we also have Carol and she works on our by-laws and codes and procedures committee so she might be one to look at. So, depending on the area we are looking at Frangelo for maybe Marie Elena would be good and if her schedule doesn't permit Carol Roberts Corb can be another alternative to use. When are former leadership vacated Frangelo and Betty hoped in to help ASI and he does bring a lot of logistical planning so hopefully that we are now virtual his schedule is more available?
- vi. **Ledi Loot:** Another name is Betty and Steven Flascher.
- vii. **Jennifer Miller:** Betty has budget experience and Steven runs a similar organization.
- viii. **Ledi Loot:** I want to give this position to three student leaders who will be actively participating, and I would think that Kayla would accept because she deals with finance. One BOD member that was interested. And we will have nine members.
- ix. **Dena Florez:** If you cannot fill in one Spot would the committee consider a student assistant because they have longevity but again priority has to go to an ASI member.
- x. **Ledi Loot:** I think that would be a good idea because we have never had student assistants sitting on any meeting.
- xi. **Dena Florez:** Another thing I think they should be aware is that if they miss a meeting they can no longer continue because we need to make sure that we give the same priority to all the candidates and of course you'll schedule something that fits everyone's schedules.
- xii. **Ledi Loot:** How the meeting goes is that we have to agree on a date and time right?
- xiii. **Dena Florez:** Once you have your committee set, you'll send out a doodle poll so you can find out when they are free and then from there you go.
- xiv. **Diana Chavez:** So, there is no execs sitting on the search committee?
- xv. **Ledi Loot:** I am

- xvi. **Diana Chavez:** Other than you and considering Kayla which I think she said no because she had a lot of workload.
- xvii. **Dena:** Analiz and Ana said no, so maybe Jocelyn will be good when she is orientated as VPAG.
- xviii. **Ledi Loot:** Let me confirm with Kayla.
- xix. **Jennifer Miller:** Another option you all can consider, I have this run where I can't have directors all the time because they are really busy but I make sure that I have time during the interview either with finalist or maybe if you want to have exact specific time and you can decide if they meet all of the candidates or they meet the finalist so that they have their time and they can give you all feedback on what they think and they get to know the candidate.
- xx. **Ledi Loot:** So, what do you think Diana?
- xxi. **Diana Chavez:** I would say that last search committee we had no execs. And we had Mathew and Aaron and I think it would have been nice to have more executive just so that you hear their opinion. But we can't change anything about their schedule, and you can't really talk about it after the search committee because it's confidential.
- xxii. **Jennifer Miller:** You could Diana if you have exec time during your interview process so you can still get feedback from them and you can have them fill out a feedback for and we can help you, myself and HR, so they can provide feedback before a decision is made.
- xxiii. **Dena Florez:** You will have open forum so you will have your time and it's not until the end it before final decision is made you will take into consideration of open forum and the decision of the search committee and you will hopefully reach out to Jen, Nancy, and president Covino because they will be meeting with them too.
- xxiv. **Diana Chavez:** I like the idea of executives being involved
- xxv. **Dena Florez:** The search committee is going to ask the questions but if the execs want their own time then we would have to look at another list of questions that they would have other than that shouldn't they be in the meeting in the first place.
- xxvi. **Susie Varela:** The meeting with the execs is that considered part of the formal search process or is it just a meet and greet?
- xxvii. **Jennifer Miller:** That would be up to Diana is that what you want her to choose between?
- xxviii. **Susie Varela:** Yeah so if it's a meet and greet the questions don't have to be reviewed but if it is more formal and the responses are going to be used to determine this candidate forward or offer the position then it will be a second set of questions, so it depends on the format and the purpose of that meeting.
- xxix. **Jennifer Miller:** Ledi would submit a whole list of questions that would be screened by HR and they could be used however they choose to use them right as long as they use the questions that have been approved.
- xxx. **Susie Varela:** Yes and no. The questions that are submitted to HR we approve them to make sure there is no discriminatory questions or that they are not redundant or to ensure that that they have a type of response that you want with not yes responses. Those questions that we approve are going to be for a specific interview so if you are going to have more than one set interview those five or ten questions need to be answered of all candidates at that particular time by that particular committee. If you are going to have another interview process that is maybe the second round, then you have to have a separate set of questions for those and all of those questions need to be asked of the candidates in the second round by the same personnel. So, it's not just 20 questions and you get to pick and choose which ones are appropriate for each candidate for each session. The reason for this is continuity because there can be discriminatory claims that someone was asked a particular question because of a particular reason and we go back and do an investigation we will have to see if they asked the same questions in the same manner to avoid discrepancies.
- xxxi. **Diana Chavez:** So to bring back the topic the way I want the execs to meet with the candidate is not a meet a greet I want them to have their own set of questions only because the execs they know their area and because the executive director oversees the whole organization I want them to have the opportunity to ask the candidate what they think about their area since they have an expertise of their own in it. I want to provide execs an opportunity to talk to them because one candidate can be stronger in certain areas and not others and I want them to know where they stand in their area. So, will it will have to be another set of questions that they have to go over?
- xxxii. **Susie Varela:** Yes, they would have to be approved by HR.
- xxxiii. **Ledi Loot:** Before doing the search how many interviews do you usually do?
- xxxiv. **Dena Florez:** The did submit a list of questions to HR and we have Susie and Erika supporting us do this, so we pick the questions for the initial interview and then from there we rounded it down to the final candidates and then those came in for final interview. So, for us there was two.

- xxxv. **Ledi Loot:** So Diana if you want a formal interview with Exec we are looking at four because the initial interview from the search committee, then another for exec, and then we would have to choose the final candidates that will go again for the search committee and then again for the execs.
- xxxvi. **Dena Florez:** So I pose my question again to you Diana if the execs have time to meet twice with each of the candidates or the finals as they go why couldn't they be on the regular search committee or perhaps this if I can offer why don't I forward you the list of questions we used last year because basically the questions came from each of the areas as well.
- xxxvii. **Diana Chavez:** The way I see it is that the execs will have their own interview with the candidates right and it's not within the search committee. So the search committee is more than just sitting with the candidates I know we met to discuss certain candidates and it took longer than just having a quick thirty minute interview to review all the candidates and the execs have expressed that they don't have that time commitment so I see it as having them in a separate interview that will be like thirty minutes that will work with them because they don't have that time to sit for two hours in the search committee.
- xxxviii. **Dena Florez:** So, then the question is what time do you wish the exec committee should step in and the reason I ask that because the search committee is very thorough and detailed, but if exec doesn't look at resumes if they don't look at anything and just go on a one-on-one then I'm a little confused because I feel like we need to give every candidate the same opportunity so at what point will the execs will come because I really think that exec does need to look at resumes? While on the subject how are the resumes are going to be distributed?
- xxxix. **Diana Chavez:** I'm trying to give them the opportunity to meet the candidates because they can not make it to the search committee. So that when Jen mentioned that they have to have a sort of meet and greet which I do like the idea but I don't want them to have the opportunity to meet them and ask them specific questions that pertain to their area and see what experience they have and if they can help. So, if we keep it in two or three rounds but I would like them to meet them to meet them closer to the end. I'm just saying this is how I would like to see it, but it doesn't have to have it.
- xl. **Dena Florez:** Maybe we can have Jen support on this since she has experience with this and see how we are going to formulate it and the only thing is that I would like all the candidates to have equal opportunity so that means that the execs do need to sit down and look at the resume and applications or unless they are willing to let the search committee do the work and then from the ones the search committee chooses then they will choose or rank theirs.
- xli. **Jennifer Miller:** Susie brought up an important point that I want to remind you of and its consistency and I think you trust the committee to do their part and if you do decide to opt Diana we get questions that are consistent with the same people in all those meetings so that is one of the things. And I also want to think from the perspective of the candidate that they are clear on who they are meeting with and I think there is a way to do that but I really want to honor Susie's point about consistency and making sure it is the same experience for everyone each time they meet with this group.
- xlii. **Susie Varela:** The concerns are that you delegate the selection of the candidates right as to who you are going to interview first and move go forward through the process to the final set of candidates, but you delegate that responsibility to a search committee. The search committee is the one that reviews the resumes, the CV's, holds the first round of interviews based on their recommendations then they move forward to have an abundance of people of looking at the resumes and the CV's at the initial phase is not necessarily the best way to do things because again you open yourself up to challenges, unfairness because not everybody is going to have an opportunity to look at the resume and that's why you have a search committee because you are delegating that authority and responsibility to select group. The more that you expand that group the less controls you have because how are you going to then identify and narrow down the poll and you won't have a decisive point of view as to what candidate you want to move forward and once they have narrowed it down the exec committee will have an opportunity to meet but to have all those people in the first level is too much input and not enough control.
- xliii. **Ledi Loot:** I think I would agree with Susie because you cant really ask questions and understand the background of the applicant if you have not reviewed the resume so I think if exec would want to participate they have to be in the search committee. That's why when this position was offered for me to help I definitely said yes because I wanted to be part of it and as an exec I want my input in it and I think if the executives would really want to have more involvement they should be part of the search committee.
- xliv. **Diana Chavez:** I got confused through the whole process so imagine trying to organize all of that. I understand so Jen how does the whole meet and greet works?
- xlv. **Jennifer Miller:** When the search committee has your top three then you decide how the meeting day will look like and part of it you will get feedback from groups of people and if you do official interview the questions are screened that are used for consistency if you decide you want an exec time when they are only meeting with

three and they are asking the same questions to each of them you do give resumes and take them back and we will have to figure out how to do that virtually but their roll is to just give you feedback. It is hard Diana if it was easy everybody could do it.

- xlvi. **Diana Chavez:** So, my understanding is after the final three or four that's when they will get the meet and greet?
- xlvii. **Jennifer Miller:** Typically, yes. What Susie mentioned is as long as you are doing it consistent then you are on the right track.
- xlviii. **Diana Chavez:** Are these one-on-one's?
- xlix. **Jennifer Miller:** Typically, in a group but sometimes we do it separate but if you separate or together you have to do it the same for all of the candidates. I would encourage you to have the execs together because imagine the candidates would have like a zoomathon so I'm thinking how it would be the easiest for the candidate.
- i. **Diana Chavez:** From last personnel Kayla said no so you're best shot is Jocelyn and she has a tight schedule too. My questions to you Ledi now is let say if no executive officers so it would primarily be staff, yourself, Frangelo. So that would leave two or three BOD seats.
- ii. **Ledi Loot:** I'm looking at three right now and Jaz has volunteered but she is in a lot of committees.
- lii. **Diana Chavez:** When I brought it during BOD nobody said anything about it so it there one student at large like a random student?
- liii. **Ledi Loot:** But they don't know how we function as ASI.
- liv. **Diana Chavez:** Last time it was mentioned during search committee and I know students get input in the last open forum but I'm just bringing this up and how would that look like?
- lv. **Dena Florez:** As far as the student at large I think Ledi brings a good point and the executive director reports to the ASI president and the president and the board report to the constituency.
- lvi. **Analiz Marmolejo:** Dena gave a good recommendation of getting a student assistant which they are not so involved in the ASI work and all that but they still are part of ASI and are not Biased and they know how we run but not exactly doing all the advocacy stuff.
- lvii. **Dena Florez:** I think give it to BOD one more time and then from there it is your decision.
- lviii. **Diana Chavez:** So, we are leaning to one student assistant and 2 BOD.

**V. Action Item:**

**a. Vice Chairman for Personnel Committee- The committee will appointment the committee's Vice Chairman**

- i. **Ledi Loot:** Since we lost our former last chair I have talked already to one since the struggle for being vice chair is usually the Minutes as for personnel we have the student assistance working on that so I asked Anna and she would like to accept the appointment.

<b>Offered By:</b>	<b>Emily Sandoval</b>	<b>Seconded by:</b>	<b>Analiz Marmolejo</b>
Motion to Appoint Anna Nguyen Chair of the Personnel Committee			
Consensus to Appoint Anna Nguyen Chair of the Personnel Committee- Consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
			<b>Motion: Passed</b>

**VI. Reports -**

**a. ASI Vice President for Administration- Ledi Loot**

- i. **Ledi-** Telling the reps to submit their mid-year evaluations and I will keep bugging them and increase turnout.

**b. Representative from the University's Office of Human Resources Management- Susie Varela**

- i. **Susie-** None

**c. University President's Designee- Jennifer Miller**

- i. **Jennifer-** Thank you for the people who came to the student council meeting and you guys are going in the right direction.

**d. Office Manager-Dena Florez**

- i. **Dena-** Really quick we are going to have a major turnover in student assistance as far as my area and Sophia has submitted her resignation and has accepted a position with EPIC which is a great opportunity for her and her career path so when she first express this to me she actually talked to me before she went for the position and I told her that it is what she needs to do and Amanda will be leaving us in December because she graduated in Spring however she was enrolled in the summer so this is her extra term and Sithyna will also be graduating spring of 21 but unless she secures a position she could be with us until August next year so we are virtual so let us see how we are going to make it work.

**VII. Adjournment**

<b>Offered By:</b>	<b>Anna Nguyen</b>	<b>Seconded by:</b>	<b>Emily Sandoval</b>
Motion to adjourn meeting @ ??? Consensus to adjourn meeting @ ???- Consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
			<b>Motion: Passed</b>

**CERTIFICATION**

Official Minutes taken for the ASI Board of Directors Meeting of the Associated Students, Inc., Cal State Los Angeles held on October 13, 2020, on Zoom and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, October 00, 2020.

Prepared by:

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Dena Florez- Recording Secretary

\_\_\_\_\_  
Anna Nguyen- Secretary/Treasurer