



# Personnel Meeting

## Minutes

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Day/Date: Tuesday, September 29, 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 @ 2:51**

#### b. Roll Call

Ma Ledi Ham Loot	Vice President for Administration	Present
Diana Chaves	President	Present
Kayla Misa	Vice President for Finance	Present
Vacant	Vice President for Academic Governance	Present
Analiz Marmolejo	Vice President for External Affairs and Advancement	Present
Anna Nguyen	Secretary Treasurer	Present
Ryan Yoo	Chief Justice	Present
John Villagra	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	Present

#### c. Adoption of Agenda:

<b>Offered By:</b>	<b>Analiz Marmolejo</b>	<b>Seconded by:</b>	<b>Anna Nguyen</b>
Motion to Approve Agenda for Tuesday, September 29, 2020 Consensus to Approve Agenda for Tuesday, September 29, 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>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 Thursday, September 1, 2020 Consensus to table Minutes from Thursday, September 1, 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 Timeline-

- i. **Ledi Loot:** It was approved by the BOD and we are set to distribute the evaluation form by October first and the deadline will be October sixteen.

### b. Personnel Code of Procedures

- i. **Ledi Loot:** Approved by the BOD.

### c. Executive Director Position Description

- i. **Ledi Loot:** Diana would you like to lead the discussion. Dena, I have a question about the position because I know last semester. I know we had a search committee and the position was already approved, do we have to go through that process again?
- ii. **Dena Florez:** Technically the position description was approved. Susie correct me if I'm wrong, but they approved it and there was a question and there was a question on there, do they have to put the breakdown of the different groups that we have of the ethnic groups and if it had to be on the application but it was approved. I know it says September twelve of twenty-nineteen so with all that said that's the last one Jackie did and it has gone through two former ASI presidents. You can review it.
- iii. **Jennifer Miller:** I think your question of approval is in light of the budget and Diana and I already went over it and we wouldn't be in this step if we didn't go over it.
- iv. **Diana Chavez:** My question is that this ED description position that I have right now that was approved from the last administration, does it have to be approved?
- v. **Dena Florez:** No because you already have approval however it is your call to go over it.
- vi. **Jennifer Miller:** I think it would be good practice or this group to go over it since it has been so long, and it is up to them.
- vii. **Dena Florez:** Lets' say I do want to make changes would I have to explain what I want to change?
- viii. **Jennifer Miller:** This group would look at it and you'll get good advice and we would fill forms and I'll help you and Susie is here or guidance.
- ix. **Dena Florez:** There is one change that Jackie did that Susie hasn't gone over.
- x. **Diana Chavez:** My change is just a technicality and numbers.
- xi. **Dena Florez:** When this happens, we are going to go to Gus to send it how we format it though the word format so when it goes to HR, they can suggest changes and that would be in the word version.
- xii. **Diana Chavez:** If we look at the ED description. I'm not sure if you guys want to look over it, let me just go over it. The ED is responsible for all ASI affairs and manages all functions of ASI and assures cohesion.
- xiii. **Dena Florez:** I think one of them if you go to administration is actively foster opportunities for full time professional staff.
- xiv. **Diana Chavez:** I'll give you all a second to read it and if you have question let me know.
- xv. **Ledi Loot:** Is there something that said that the ED would approve the events was it the ED and it goes through the government affairs or event he programs coordinator and the ED has the ultimate authority.
- xvi. **Diana Chavez:** I want to change on the last paragraph on equal opportunity Title IX. So, we don't have the same number of students it states and that's the only thing I wanted to change. I think I was the that mentioned about the demographic stats, so when I was a senator over this I was wondering if the stats were Asian. Just making sure the stats were up to date. Any question?
- xvii. **Dena Florez:** Is the updates stats something HR provides us?
- xviii. **Susie Varela:** Yes, we can give you those.
- xix. **Diana Chavez:** If there are no questions that's pretty much it.
- xx. **Jennifer Miller:** On Friday we can work on the paperwork and we can take care of the requisition and I have some support so you can take care of that.

## IV. Discussion Items

### a. Retroactive Staff Raise- The committee will discuss the possibility of another temporary staff raised. (Closed session)

- i. **Dena:** I need to go and Ryan as well. You need to move us to the breakout room.

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Emily Sandoval</b>
Motion to go into close session to discuss retroactive pay raise. Consensus To go into close session to discuss retroactive pay raise.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
<b>Motion: Passed</b>			

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Emily Sandoval</b>
Motion to approve retroactive raise of 7% for Gus Salazar Since July 1 <sup>st</sup> , 2020 Until position is filled in. Consensus to approve retroactive raise of 7% for Gus Salazar Since July 1 <sup>st</sup> , 2020 Until position filled in.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
<b>Motion: Passed</b>			

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Emily Sandoval</b>
Motion to approve retroactive raise of 7% for Dena Florez Since July 1 <sup>st</sup> , 2020 Until position is filled in. Consensus to approve retroactive raise of 7% for Dena Florez Since July 1 <sup>st</sup> , 2020 Until position filled in.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
<b>Motion: Passed</b>			

**b. ED Search Committee- The committee will discuss membership for the ED Search Committee.**

- i. **Ledi Loot:** Figure out who will be on the search committee and Diana and I talked about it and I'm going to give the floor to her.
- ii. **Diana Chavez:** Now that I know how the ED process works. I know the Jen mentioned that one the PD was approved we can start talking about member ship and I like how we are moving. I want to recommend to Ledi if the personnel committee is okay with tabling it and it was more about talking about increasing the amount in the committee up to seven and including some member of the executive officers in the committee and one or two BOD members and some returners from the past search committee. I do want to follow protocol and procedures if it is more appropriate to discuss this after the position description has been approve then I'm fine with that.
- iii. **Jennifer Miller:** You can talk about it now.
- iv. **Ledi Loot:** We can start talking about the numbers of how many people will be the members and who will be there without specific names.

<b>Offered By:</b>	<b>Emily Sandoval</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>
Motion to extend meeting 10 minutes Consensus to extend meeting for 10 minutes- consensus reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
<b>Motion: Passed</b>			

- v. **Dena Florez:** What I wanted to offer was like Jen mentioned and there is going to be two things going on simultaneously one is your PD. In the meantime, know that you can form your search committee because your search committee needs to identify the timeline and will also look at the questions. As far as numbers 7-9 is ideal however it can go up to 12-15 because it is an executive decision, given that we are on zoom you might want to take that into consideration and might be easier to handle and as you get closer there are a lot of schedules you have to try and coordinate but I can send you where I did the research.
- vi. **Jennifer Miller:** You have a core committee and makes recommendations and you have an opportunity to meet the candidate and give you feed back. Think about how you can have a productive process. So, don't have pressure to have a lot of people on your committee.
- vii. **Diana Chavez:** I was complicated with seven people I can't imagine fifteen, so I'll recommend nine because I know Ledi had interest in having some BOD members. I asked Ledi if she was comfortable including Stephen from the USU because they were very helpful. I said no to Frangelo because he is busy.
- viii. **Jennifer Miller:** If you want someone from CSI or CCC I can recommend.
- ix. **Analiz Marmolejo:** I think Maria Elena will be a good Idea.
- x. **Ledi Loot:** Am I part of the nine?
- xi. **Dena Flores:** You are part of the nine as I mentioned to Diana in a previous conversation, she can be part of the search committee but she will not be part of your nine.
- xii. **Diana Chavez:** We have Stephen, Betty, the recommendation Analiz made, and I don't know how many executive officers you want to have and also you mention interest in BOD members.
- xiii. **Ledi Loot:** I will like to ask the execs right now, Who will be interested in the committee?
- xiv. **Analiz:** If you have no one else in exec can then I'll volunteer but I do have a lot on my plate right now.

xv. **Diana:** I don't recommend a lot of BOD meetings.

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Analiz Marmolejo</b>	
Motion to continue discussion on the next Personnel meeting. Consensus to continue discussion on the next Personnel meeting.				
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>	<b>Motion: Passed</b>

**V. Action Items**

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

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Anna Nguyen</b>	
Motion to appoint Vice Chairman on the next Personnel meeting. Consensus to appoint Vice Chairman on the next Personnel meeting.				
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>	<b>Motion: Passed</b>

**VI. Reports -NONE**

- a. **ASI Vice President for Administration**
- b. **ASI Interim Executive Director**
- c. **Representative from the University's Office of Human Resources Management**
- d. **University President's Designee**

**VII. Adjournment**

<b>Offered By:</b>	<b>Anna Nguyen</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>	
Motion to adjourn meeting @ 4:25 p.m Consensus to adjourn meeting @ 4:25 p.m- 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 September 15, 2020, on Zoom and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, September 00, 2020.

Prepared by:

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Dena Florez- Recording Secretary

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Anna Nguyen- Secretary/Treasurer