



Personnel Meeting

Minutes

Day/Date: Tuesday, February 16, 2021
 Time: 3:15-4:15 pm
 Location: Zoom
 Attendees: Personnel committee
 Type of Meeting: General Public

I. Organizational Items:

a. Call to order by: Chair Ledi Loot, ASI Vice President for Administration

b. Roll Call

Ma Ledi Ham Loot	Vice President for Administration	Present
Diana Chaves	President	Present
Josue Montenegro	Vice President for Finance	Present
Jocelyn Vargas	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
Emily Sandoval	College of Natural and Social Sciences	Present
Susie Varela	Human Resources	Excused Tardy
Carol Roberts-Corb	University President's Designee	Present
Dena Florez	Office Manager of Administration & Services	Present

c. Adoption of Agenda:

Offered By:	Diana Chavez	Seconded by:	Josue Montenegro
Motion to Approve Agenda for Tuesday, February 16, 2021 Consensus to Approve Agenda for Tuesday, February 16, 2021- Consensus Reached			
All in Favor	All	Opposed	Abstained
			Motion: Passes

d. Approval of Minutes (action):

Offered By:	Jocelyn Vargas	Seconded by:	Josue Montenegro
Motion to table Minutes from February 2,2021 Consensus to table Minutes from February 2,2021- Consensus reached			
All in Favor	All	Opposed	Abstained
			Motion: Passed

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. Status on Executive Director Search

- i. **Ledi Loot:** We have come up with the date where everyone is available for the final round of ED interviews.
- ii. **Dena Florez:** We have six questions for 20 minutes and we have a two hour gap where they can choose their slots.

IV. Action Items

a. Annual Evaluation Timeline: The Committee will discuss the annual evaluation timeline for professional employees.

- i. **Ledi Loot:** Would we like to go over the timeline again?
- ii. **Dena Florez:** I was not here for the last personnel, if we can get that done for when we are planning the 21-22 budget we need to see if there is going to be an increase in any of the salaries so we can make the changes.

Offered By:	Josue Montenegro	Seconded by:	Analiz Marmolejo			
Motion to approve the annual evaluation form. Consensus to approve the annual evaluation form - Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

b. Associate Executive Director- The personnel committee will be reviewing the job description for the Associate Executive Director position.

Offered By:	Jocelyn Vargas	Seconded by:	Emily Sandoval			
Motion to go into closed session. Consensus to go into closed session - Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

Offered By:		Seconded by:				
Motion to approve position description for the Associate Executive Director. Consensus to go into closed session - Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

Offered By:		Seconded by:				
Motion to appoint internally Dena Florez for the Associate Executive Director for Seven months. Consensus to go into closed session - Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

Offered By:	Jocelyn Vargas	Seconded by:	Emily Sandoval			
Motion to go out of closed session. Consensus to go out of closed session - Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

V. Reports -

a. ASI Vice President for Administration- Ledi Loot

- i. **Ledi-** Working with Dena and Amanda to move forward with hiring an ED.

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

- i. **Susie-** None

c. University President's Designee- Carol Roberts-Corb

- i. **Carol-** None

d. Full Time Staff

- i. Dena Florez- None
- ii. Gus Salazar- None

VI. Adjournment

Offered By:	Analiz Marmolejo	Seconded by:	Diana Chavez	
Motion to adjourn meeting @ 4:19 Consensus to adjourn meeting @ 4:19- Consensus reached				
All in Favor	All	Opposed	Abstained	Motion: Passed

CERTIFICATION

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., Cal State Los Angeles held on February 16, 2021, on Zoom and were approved by consensus by the ASI Personnel Committee on Tuesday, April 6, 2021.

Prepared by:

Dena Florez- Recording Secretary

Anna Nguyen- Secretary/Treasurer