



Personnel Meeting

Minutes

Day/Date: Tuesday, February 2, 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 Chavez	President	Present
Josue Montenegro	Vice President for Finance	Excused Absence
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 absence
Emily Sandoval	College of Natural and Social Sciences	Present
Susie Varela	Human Resources	Present
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:	Jocelyn Vargas
Motion to Approve Agenda for Tuesday, February 2, 2021 Consensus to Approve Agenda for Tuesday, February 2, 2021- Consensus Reached			
All in Favor	All	Opposed	Abstained
			Motion: Passes

d. Approval of Minutes (action):

Offered By:	Jocelyn Vargas	Seconded by:	Emily Sandoval
Motion to table Minutes from December 8,2020 Consensus to table Minutes from December 8,2020- 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 Graphics and Marketing SSP

i. **Ledi Loot:** We are still hiring, Gus informed me about that. So, please help us find someone.

b. Status on Executive Director Search

i. **Ledi Loot:** We have already 5 applicants and we are going to set a phone interview and we think we have really good candidates.

IV. Discussion Items

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

i. **Ledi Loot:** Timeline as presented by Ledi Loot. Any questions? No?

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

i. **Diana Chavez:** I have mentioned is that my goals is to restructure ASI staff and we observed that ASI lacks the professional staff mobility and continuity. We are a small organization be able to hold up if we were to lose another staff and not rely on other departments. This would require making an Associate ED position and I have tweaked the description a little bit which was to add the salary range which Kayla came up with while looking at the raise we gave Gus and the ED position and I have presented this to Pablo and Susie and since then I have made changes, just minor words. Like changing indirectly to directly and took out preferred after a minimum of 3 years. Also changing analyst to manager. It is similar to the ED but instead of USU it will be ASI. The new thing here is adding the programming and services responsibilities and I do plan on removing the senior outreach and programs coordinator and those responsibilities will be going to this position and Gus and as well as the Government affairs and leadership. The AED will oversee the financial part of events as well. Given that we are in personnel I decided to go with direct appointment of the office manager which is Dena Florez where we are going to promote Dena into this position and if personnel and BOD approve she will have a seven month trial period in this position and after that I believe she can stay or she can leave and I am not sure if it is her decision or our decision and the second position I got was making it a assistant director position but with that to be frank Dena have proved herself a lot this semester and years before and she already have that 7 month period. I am looking for that business continuity and it is making me think of writing a policy that makes them stay for at least 5 years. So, with new position we can afford it and we don't have to ask people for money. The goal here is to have a discussion.

ii. **Ledi Loot:** What is going to happen to the office manager position?

iii. **Diana Chavez:** The plan for that is to make it a office coordinator but after considering Pablo and Susie's advice we agreed not to make it an entry level job and that makes sense and I am working on the job description.

iv. **Ledi Loot:** So, that means that we would have that position vacant and the AED would be responsible for the responsibilities and for the seven-month trial we will have a new position.

v. **Diana Chavez:** Yes, but by the end of the year I do expect to have the ED so we will have 3 full time staff

vi. **Carol Roberts-Corb:** Also remember we have Amanda as well as full time.

vii. **Diana Chavez:** She is part time temp just to end this year, so we don't end badly in financials.

viii. **Ledi Loot:** I personally like the idea and Dena would great support person.

ix. **Pablo:** Please keep the salary in mind as well and also keep in mind the office coordinator is going to come in at 40-45 thousand and I can probably give you numbers.

x. **Diana Chavez:** Yes, so the Ed is at 95-115 and the AED is 75-90 and it can be moved around.

xi. **Carol Roberts-Corb:** Do we know Dena's current range?

xii. **Diana Chavez:** She is at 43 and this is what it looks like after my plan.

xiii. **Ledi Loot:** The position description will be on our action items next meeting

V. Reports -

a. ASI Vice President for Administration- Ledi Loot

i. **Ledi:** Working on the search committee and working with Dena and Gus. I am happy with our decision have Amanda become our temp worker.

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-** I am focusing on basic needs with technology program and food pantry. Also Looking at the HEERF funding.

d. Full Time Staff

- i. **Dena Florez- None**
- ii. **Gus Salazar-** We sent out the newsletter and people are asking how It functions and I have a meeting with the departments. I am shooting out the spirit week by tomorrow and after that just promoting events and waiting for the approval of designs.
- iii. **Ledi Loot:** For student assistant we are still actively looking right?
- iv. **Gus:** I got a good student, and she is a very good writer but she doesn't understand social media and we have another student who has good references and I have tried to reach her and but nothing has happened yet so I am not sure yet. We are having an issue maybe because the USU also posted a similar position so maybe when the USU closes theirs it will go better.

VI. Adjournment

Offered By:	Analiz Marmolejo	Seconded by:	Diana Chavez			
Motion to adjourn meeting @ 4:18						
Consensus to adjourn meeting @ 4:18- Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

CERTIFICATION

Official Minutes taken for the ASI Personnel Committee Meeting of the Associated Students, Inc., Cal State Los Angeles held on February 2, 2021, on Zoom and were approved by consensus by the ASI Personnel Committee on Thursday, May 4, 2021.
Prepared by:

Dena Florez- Recording Secretary

Anna Nguyen- Secretary/Treasurer