



# Personnel Meeting

## Minutes

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Day/Date: Tuesday, April 6, 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 @ 3:17**

**b. Roll Call**

Ma Ledi Ham Loot	Vice President for Administration	Present
Diana Chavez	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	Excused Tardy @3:32
John Vi	College of Business and Economics	
Emily Sandoval	College of Natural and Social Sciences	Present
Susie Varela	Human Resources	Present
Carol Roberts-Corb	University President's Designee	Present
Dena Florez	Associate Executive Director	Present

**c. Adoption of Agenda:**

<b>Offered By:</b>	<b>Anna Nguyen</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>
Motion to Approve Agenda for Tuesday, April 6, 2021 Consensus to Approve Agenda for Tuesday, April 6, 2021- Consensus Reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
			<b>Motion: Passes</b>

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

<b>Offered By:</b>	<b>Diana Chavez</b>	<b>Seconded by:</b>	<b>Emily Sandoval</b>
Motion to approve Minutes from February 16 ,2021 Consensus to approve Minutes from February 16 ,2021- 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>Diana Chavez</b>	<b>Seconded by:</b>	<b>Emily Sandoval</b>
Motion to table Minutes from February 2 ,2021 Consensus to table Minutes from February 2 ,2021- 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. Status on Executive Director

- i. **Ledi Loot:** The ED search committee was able to recommend one ED to be hired and Carol and Diana can update us.
- ii. **Diana Chavez:** Susie are we able to say who it is?
- iii. **Susie Varela:** We have extended the offer and he has accepted so yes.
- iv. **Diana Chavez:** We offered the position to Barnaby Peak and he accepted, so it is pending on the live scan. April 26<sup>th</sup> will be Barnaby's first day at ASI if all goes well. I am thankful for those that helped up along the way.
- v. **Ledi Loot:** I also want to thank the people that helped us.
- vi. **Dena Florez:** I also want to thank the people that helped us as well.
- vii. **Carol Roberts-Corb:** I have spoken to him and he is really excited.

### b. Status Annual Staff Evaluation

- i. **Ledi Loot:** The evaluations are already with Diana and we will be hearing back soon.

## IV. Discussion Item

### a. Part-time staff extension- The Committee will review extending agreement for temporary part-time staff to August 2021

- i. **Ledi Loot:** This is important because we might now be on campus 100% and we will review the agreement and hopefully be able to extend it because of our internal processes and will be hard to hire someone and train them virtually. Our staff is Amanda Maldonado.
- ii. **Dena Florez:** Dena explains the initial proposal and why it was proposed. Given that audit is going to begin and as I am taking on the roll it is really helpful to have this position and as I am taking on the new roll, I have to make sure I have support there. Another thing is that we are also losing Sithyna as she looks like she will have a full-time position that looks promising.
- iii. **Diana Chavez:** Is there any policy we are going against Susie?
- iv. **Susie Varela:** If it is as a staff position then you are fine.
- v. **Dena Florez:** She is Temporary which means she can't do more than a thousand hours a year.
- vi. **Ledi Loot:** I also work on campus and it is really hard to train online and working on internal processes. Dena would this go to action item.
- vii. **Dena Florez:** Yes, but I just wanted to bring this up just in case. Based on the restructure that our president is doing, and we will have one administrative assistant as opposed of four that we use to have.
- viii. **Ledi Loot:** Can we do the same thing with Sithyna?
- ix. **Dena Florez:** Yes, we can.
- x. **Ledi Loot:** How would that work? If Sithyna accepts?
- xi. **Dena Florez:** By then I know what Sithyna's plan is.

## V. Reports -

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

- i. **Ledi-** I just did evaluations and endorse Barnaby and meeting with Dena.

### 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-** The vaccination site will end soon on Cal State LA.

### d. Full Time Staff

- i. **Dena Florez-** Working with student union as ASI has a template where we will be doing Personnel handbook. However, given that we are on boarding a new ED and it might not happen through this administration we will be doing revisions. Our front desk is ready and the partitions for each workstation and we will do a schedule of who can come in. I also want to figure what travel is looking like for budget.
- ii. **Susie Varela:** You are right to be precautious as we are doing things gradually.
- iii. **Dena Florez:** My question is how long the vaccination thing is going to be because I figure parking is going to be taken up.

- iv. **Susie Varela:** I am sure that should be over by fall
- v. **Diana Chavez:** To my knowledge only 40% will be coming back in person and there will be services on campus reopening and we are doing a hybrid type of thing. I will update you all when I get more information
- vi. **Ledi Loot:** Carol mentioned doing a campaign for students, is it okay if we give out mask and sanitizers?
- vii. **Diana Chavez:** If we do it through campagne, I think we would take that to BOD.
- viii. **Carol Roberts-Corb:** Right now, there is a process for coming back on campus so you would need permission to distribute things.
- ix. **Ledi Loot:** Or just to celebrate for commencement.
- x. **Carol Roberts-Corb:** Yeah, I am sure we would have to get permissions.
- xi. **Gus Salazar- None**

**VI. Adjournment**

<b>Offered By:</b>	<b>Josue Montenegro</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>			
Motion to adjourn meeting @ 3:55						
Consensus to adjourn meeting @ 3:55- 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 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 Thursday, May 4, 2021.

Prepared by:

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Dena Florez- Recording Secretary

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Anna Nguyen- Secretary/Treasurer