



# Personnel Committee Meeting

## Minutes

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Day/Date: September 14, 2021  
 Time: 3:15  
 Location: Zoom  
 Attendees: Personnel Committee, General Public  
 Type of Meeting: General

**I. Organizational Items:**

**Call to order by: Vice Chair Anna Nguyen, ASI Secretary/Treasurer @ 3:17 PM**

**b. Roll Call**

Angelina Gomez	Vice President for Administration	Excused Absence
Diana Chavez	ASI President	Present
Anna Nguyen	Secretary/Treasurer	Present
Josue Montenegro	Vice President for Finance	Present
Analiz Marmolejo	Vice President for External Affairs and Advancement	Present
Amber Beasley	Vice President for Academic Governance	Present
Sasha Prakir	Chief Justice	Present
Marlen Trigueros	BOD Member	Excused Absence
	BOD Member	
Susie Varela	Human Resources	Excused Tardy; Rec. @ 3:21PM
Dena Florez	Associate Executive Director	Present
Aaron Burgess	University President's Designee	Present
Barnaby Peake	Executive Director	Present

**c. Adoption of Agenda: September 14, 2021**

<b>Offered By:</b>	<b>Josue Montenegro</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>
Consensus			

<b>All in Favor</b>		<b>Opposed</b>		<b>Abstained</b>		<b>Motion: Passed</b>
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**d. Approval of Minutes: July 27, 2021 (Tabled)**

<b>Offered By:</b>	<b>Josue Montenegro</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>			
Consensus						
<b>All in Favor</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. Informational Items**

**a. Update on Program Coordinator Search**

- i. Barnaby – We have seven candidates and I have reached out to confirm their interest. We will be reviewing their applications this week and might have to go through an initial round of Zoom interviews to narrow the applicant pool down. We will do some longer interviews and invite some candidates to come to campus once we have a smaller pool.
- ii. Aaron – Do you have anticipated timelines on when you expect to have a program coordinator on board?
- iii. Barnaby – Depends on how long it takes to interview everyone. I am hoping to have someone start in October.

**b. Update on Hiring Student Staff Positions**

- i. Dena – We have received some inquiries for positions. Currently, we have an Administrative Assistant position open to support the Executive Director. We also have the office assistant who covers the front desk. Our student assistants can only work 20 hours a week and we are open 8 hours a day. We are looking to start posting these positions.
- ii. Gus - I got several applications which I will be reviewing for the Web and Social Media.

**IV. Discussion Items**

**V. Action Items**

**a. Motion to Move to a Close Session for the Hiring of the Administrative Coordinator**

<b>Offered By:</b>	<b>Josue Montenegro</b>	<b>Seconded by:</b>	<b>Diana Chavez</b>			
Amendment to allow Dena into the closed session						
Consensus						
<b>All in Favor</b>		<b>Opposed</b>		<b>Abstained</b>		<b>Motion: Passed</b>

**VI. Reports**

- a. Barnaby – ASI has been working closely with the USU to work out a process and protocol for our ASI employees to be included with the University’s verification of vaccination system. We do have an interim plan of action that we can employ this month to keep track of everything so we will be working on that. Our student positions that we talked about today should be posted on the website soon. Finally, we will be working with ASI’s attorney. We’ve asked him to come and do a legal orientation for the Board of Directors in the coming weeks so he will be helping us give legal opinions on our hiring policies and evaluation practices.

**VII. Adjournment**

<b>Offered By:</b>	<b>Analiz Marmolejo</b>	<b>Seconded by:</b>	<b>Josue Montenegro</b>
Amendment to allow Dena into the closed session			
Consensus			

All in Favor		Opposed		Abstained		Motion: Passed

Adjourned at 3:43 PM

DRAFT