



# Personnel Committee Meeting Minutes

Day/Date: Tuesday 03/15/22

Time: 3:15 – 4:15 PM

Location: USU

Attendees: Personnel Committee, General Public

Type of Meeting: General

## I. Organizational Items:

- a. Call to Order at 3:28 PM by Sasha Prakir, VPA
- b. Roll Call

Sasha Prakir	VP for Administration	Present
Josue Montenegro	VP for Finance	Present
Anna Nguyen	President	Present
Analiz Marmolejo	VP for External Affairs and Advancement	Excused Absence
Anson Noland	VP for Academic Governance	Present
Brian Nguyen	Sec-Treasurer	Excused Absence
Barnaby Peake	Executive Director	Present
Dena Florez	Associate Executive Director	Excused Absence
Aaron Burgess	Univ. President's Designee	Excused Absence

- c. Adoption of Agenda for May 15, 2022:

<b>Offered By:</b>	<b>Josue Montenegro</b>	<b>Seconded by:</b>	<b>Anson Noland</b>
No discussion			
<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. Informational Items

#### a. Program Coordinator Search Committee Update

Barnaby: I did send out an email that I need a few volunteers for the search committee. I did not receive any replies apart from Sasha and Anna whom expressed their interest. If anyone wants to join let me know. There are other staff and they will be part of the process as well as Carlos Santos from Student Life. I'd consider any thoughts or feedback for the committee.

Anson: I'll join.

Barnaby: Good, it is a formal committee, but it doesn't do all the rule and formalities typically seen in committee meetings.

### IV. Discussion Items

#### a. Executive Director Evaluation Process

##### i. ASI Performance Appraisal Policy 106

Barnaby: There is not a very detailed process for the evaluation of ED. We have a few documents to serve as guidelines. One of these documents I really like entailed a leadership conversation with the committee. I want to create a process and start with a conversation. The documents come from other CSU Auxiliaries as well as ASI Gobs.

##### ii. ASI Personnel Committee Code of Procedure

Barnaby:

##### iii. SF State ED Hiring Policy

Barnaby: I think we can follow this outline for our policy, it's very in depth.

##### iv. Blue Avocado – ED Evaluation

Barnaby: It's a non-profit's evaluation. It talks of an ED Evaluation and how an ED will train other staff for the evaluation, I recommend a doc to start with. It provides a bit of a form that we can give out, it gives an idea of what we're looking for such; Community Leadership, Financial Sustainability, and Mission Impact. They also include aspects of a 360 Evaluation from multiple aspects, at the end of that we will discuss and evaluate. I'd like to use this first year to see what works and what doesn't. Today was about putting the documents in front of you and discuss/develop our own over the next few weeks.

##### v. CSU Long Beach ED Policy for evaluation and succession

Barnaby: This a policy or evaluation that we do not have whatsoever, as Dena and Gus have experienced.

##### vi. ASI Self-evaluation template

##### vii. ASI Performance Evaluation template

Barnaby: We will be using the following outlines for the evaluations coming at the end of the year.

Dena: in the past we have made an evaluation thought would run from the president to hr and end of with the ED. It went through a process from the Dean of Students to the President an ultimately at the ED for him to receive the feedback. While yes, it can be awkward for the ED to do training for his feedback we need students to evaluate without feeling intimidated to do so.

Sasha: I supposed the next plan of action is to read these documents to create our own policies.

Barnaby: Dena is right, it is awkward to do these evaluations. However, it isn't about me, we must see it as a tool and how we use this tool to evaluate an ED. So, if we look at it that way, it's about what is important for an ED to do the job. For example, we look at 5 years ago and talk about the then ED run an evaluation then follow the same method to evaluate me.

**V. Action Item**

a. N.A

**VI. Reports**

Sasha: I got into the Personnel Hiring Committee. We were successful with last weeks' meetings.

Dena: We've reached out to an office assistant, and they have ghosted us, reached out to another candidate but this one has looked at another position. We will once again be opening the position.

**VII. Adjournment**

<b>Offered By:</b>	<b>Josue Montenegro</b>	<b>Seconded by:</b>	<b>Anson Noland</b>		
No discussion					
<b>All in favor:</b>	<b>All</b>	<b>Opposed:</b>		<b>Abstained:</b>	<b>Motion: Passed</b>

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**CERTIFICATION**

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Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, March 15<sup>th</sup>, 2022 in USU-Alhambra Room 305. Consensus by the ASI Personnel Committee on Tuesday, June 14, 2022.

Prepared by:

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**Angel Martinez-Reyes, Recording Secretary**

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**Emily Chen, Secretary/Treasurer**

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