



Personnel Committee

Meeting Minutes

Day/Date: Tuesday 08/09/22

Time: 3:00 – 4:00 PM

Location: Zoom

Attendees: Personnel Committee, General Public

Type of Meeting: General

I. Organizational Items:

a. Call to Order at 3:00 PM by Brian Nguyen, VP for Administration

b. Roll Call

Brian Nguyen	VP for Administration	Present
Andrew Klein	VP for Finance	Present
Jaime Arellano	President	Present
Sasha Prakir	VP for External Affairs & Advancement	Present
Mike Garcia	VP for Academic Governance	Present
Barnaby Peake	Executive Director	Present
Dena Florez	Associate Executive Director	Present
Emily Chen	Secretary/Treasurer	Excused Absence
Amanda Maldonado	Administrative Coordinator	Present
Danielle Chamber	University Designee	Unexcused Tardy

c. Approval of Agenda for August 9th, 2022

Offered By:	Jaime Arellano	Seconded by:	Mike Garcia			
No discussion						
All in favor:	All	Opposed:	N/A	Abstained:		Motion: Passed

d. Certifications of the minutes from July 12th, 2022

Offered By:	Sasha Prakir	Seconded by:	Jaime Arellano			
No discussion						

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All in favor:	All	Opposed:	N/A	Abstained:		Motion: Passed
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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. Student Staff Hiring Update

Dena Florez: We have been meeting to making final decisions for the final candidates and requested references with them. We will be making an offer to them once the live scan comes through. We are hoping to have our student staff filled by the start of the semester. The roles we are looking to fill are Administrative Assistant and Office Assistant.

IV. Discussion Items

a. Program Coordinator Search Update (Barnaby)

Barnaby Peake: I have done an initial review of applications to verify that all applications requirements are met and credentials for job requirement are met. I have re-confirmed with everyone, we have had a couple more applicants come in, but after reviewing many did not have 2 years Programming but just 1 meets the requirement in Student Affairs Campus Recreation. There are a couple others that have experience in undergrad as student programmers but not full time. We can create a new position, as a Programming Assistant therefore making some of these candidates viable. We could also, report and reopen the search again leaving the rest of team to split this position. We can hire a temp but this position isn't something that can be filled with a temp.

V. Action Item

- a. N/A

VI. Reports

a. Voting Membership

[Type here]

Brian Nguyen: I will be helping with Housing next week to promote the vacant housing representative position we have. Have been meeting commissioners for fall events.

b. Advisors

Barnaby Peake: The USU on the 3rd Floor does have a Reflection Space. Mostly used by the Muslim students; at the moment it is locked and open only when asked. However, it will be open during the Fall Semester.

VII. Adjournment 3:18pm

Offered By:	Jaime Arellano	Seconded by:	Mike Garcia		
No discussion					
All in favor:	All	Opposed:	N/A	Abstained:	Motion: Passed

CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, August 9th, 2022 on Zoom. Consensus by the Personnel Committee on Tuesday, August 30, 2022.

Prepared by:

Kaina Orozco, Recording Secretary

Emily Chen, Secretary/Treasurer