



Personnel Committee Meeting

Minutes

Day/Date: _____ June 21, 2023 _____
 Time: _____ 2:30 pm _____
 Location: _____ USU Alhambra Room 305 _____
 Attendees: Personnel Committee, General Public
 Type of Meeting: _____ General _____

1. Organizational Items:

Call to order by: Arwa Hammad, VPA @ 2: 36PM

b. Roll Call

Yahir Flores	ASI President	Present
Arwa Hammad	Vice President for Administration	Present
Cindy Nguyen	Chief of Staff	Present
VACANT	Vice President for External Affairs and Advancement	VACANT
Andrew Klein	Vice President for Finance	Present
Santosh Kumar	Vice President for Academic Governance	Unexcused absence
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present

C. Approval of the agenda for June 21, 2023

Offered By:	Cindy Nguyen	Seconded by:	Yahir Flores
Motion to adjourn the meeting. Consensus Reached			

D. Certification of the minutes from April 18 , 2023



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Offered By:	Cindy Nguyen	Seconded by:	Yahir Flores
Motion to Certify the minutes. Consensus Reached			

II. Public Comment: This time is allotted for the public to address the Committee regarding items not included on the meeting agenda.

III. Information Items

A. Program Coordinator Search update (Barnaby)

Barnaby: Speaks on the search committee and moves with the process in the summer and shares who is in it and what they will be doing.

IV. Action Items

A. Revisions to the Personnel Committee Code of Procedure (Barnaby)

Motion to table action item A for the next meeting

Offered By:	Yahir Flores	Seconded by:	Cindy Nguyen
Motion to table this for the next meeting. Consensus Reached			

V. Discussion Items

A. ASI Payroll processing changes & ADP implementation

i. Workers Comp information – ASI joining the program, requires Board approval

ii. process and procedures in development

Barnaby: Speaks on the payroll and full/part-time staff and what ASI uses for their payroll, speaks on retirement plan and workers' compensation of ASI and not the student union, additional work for full-time staff on checks and balances.



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B. Development of the ASI Employee Handbook (Barnaby)

- i. Retire Policy 103 – Equity and Diversity to be incorporated into handbook, incorporates outdated hiring practices and procedures
- ii. Retire policy 110 – training and development to be incorporated
- iii. Retire policy 114- grievance policy

Barnaby: Speaks on the retiring policies for full and student staff, speaks that he wants to make it up to date and have the personnel committee motion, and shares what they plan to add and retire, speaks on all policies that want to retire.

Dena: Asks Barnaby questions based on retiring policies and shares what she thinks when they do and things in case of a situation while them being retired.

Barnaby: Answers her questions and shares why.

C. Development of the ASI Student Leader Handbook

Barnaby: Speaks on the handbook with the expectations of the handbook and is aware of the policies and requirements and shares the example with the new student staff.

Arwa: Asks questions about when they will be available.

- i. Consolidation of several policies into one document and update to be in accordance with CSU system requirements, ASI Bylaws, and current standards

VI. Reports

A. Voting Membership

Arwa: Shares what she has planned.

B. Advisors

Barnaby: Shares the new student staff Yosh on the marketing team and what they have planned for the website this coming year.

Dena: Shares that the office will be having a potluck in the office with CSI and CCC.

VII. Adjournment

Offered By:	Yahir Flores	Seconded by:	Cindy Nguyen
Motion to adjourn the meeting. Consensus Reached			



Personnel Committee Meeting Minutes

Meeting adjourned @ 3:25 p.m.

CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, June 21, 2023, in USU-Alhambra Room 305. Consensus by the ASI Personnel Committee on August 2, 2023.

Prepared by:

Alexis Narvaez, Recording Secretary

Cindy Nguyen, Chief of Staff