



Personnel Committee Meeting **Minutes**

Day/Date: February 13 , 2024 _____
 Time: _____ 3:00-4:00 pm _____
 Location: _____ USU- San Gabriel Room 313 _____
 Attendees: Personnel Committee, General Public
 Type of Meeting: _____ General _____

Organizational Items

Call to order by: Arwa Mohamed Hammad, VPA @ 3:09 PM

b. Roll Call

Yahir Flores	ASI President	Excused Tardy @ 3:11pm
Arwa Hammad	Vice President for Administration	Present
Cindy Nguyen	Chief of Staff	Present
Andrew Klein	Vice President for Finance	Present
Jacob Ramos	College of Natural and Social Sciences Representative	Excused Absence
Jenny Lucas	Vice President for External Affairs and Advancement	Present
Santhosh Kumar	Vice President for Academic Governance	Present
Amalvin Fritz	Civic Engagement Officer	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present
Susie Varela	AVP for Human Resources Management	Excused Tardy @3:29 pm
Blanca Martinez-Navarro	Dean of Students	Present



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c. Approval of the Agenda

Offered By:	Andrew Klein	Seconded by:	Cindy Nguyen		
Motion to Approve Agenda for Tuesday, February 13, 2024					
Consensus reached					
All in Favor	All	Opposed	0	Abstained	0
					Motion: Passed

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d. Certification of the Minutes

Offered By:	Cindy Nguyen	Seconded by:	Andrew Klein		
Motion to certify the minutes for Tuesday, August 2, 2023					
Consensus Reached					
All in Favor	All	Opposed	0	Abstained	0
					Motion: Passed

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

Jenny: Shares ASI had a safety walk around campus and encourages everyone to join the three other walks happening on Mondays.

III. Information Items

A. Payroll management updates, ADP spin

Barnaby: Speaks on what ADP is and that they use and plan to separate from the USU, will be less of a cost, and is a new system for the staff.

B. Temporary hire for graphic designer



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Barnaby: He talks about Tony Castaneda coming back for some time to help with the graphics team and that the recent applicants do not have any background in graphic design work.

Yahir: Asks why they weren't filled in on a temporary hire in the personnel committee.

Barnaby: He answers the questions and shares that this is the first meeting since the last, and Barnaby is the one who sees the hires.

Arwa: Asks what will happen if they don't find someone.

Barnaby: Shares. If not, they can hire a student from another campus or have it be part-time, but they do not have the budget for that.

Blanca: Asks what they are doing to share that ASI is hiring for that position.

Barnaby: Answers it is posted on handshake. Shares not only is ASI struggling to find graphic designers but also the USU.

Blanca: Ask if it is a race.

Barnaby: Answers it is more about their skills, what they know, and how much they share.

Blanca: Asks if this position students can learn.

Barnaby: No, they need the foundational skills, but shares they might have to go that way.

Blanca: Asks a question

Barnaby: Answers

Dena: She shares that they mentioned in Finance that they need more coverage at the front desk, so they will be hiring someone.

C. Personnel Handbook and policy revisions (Barnaby)

Barnaby: Shares that they need to look at and update some of the policies from the structures as they are outdated. Shares that it is a big project and has talked it through with ASI's attorney. It is on the list to work on. Says they just released the 2024 Handbook template and will speak more at the next meeting. Speaks on might bringing the attorney for questions and Susie to speak on it as well for the Personnel Handbook.

Arwa: Asks if this is something that needs to be renewed every year.

Barnaby: Yes, because there are law regulations that change every year.

Andrew: Asks if this is ASI legal or University legal.

Barnaby: Answers that it is ASI legal.



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IV. Action Items

N/A

V. Discussion Items

A. Flexible Work Policy

Barnaby: Speaks on remote work hybrid work and says it is common, and it did not start after the pandemic but also before and is an opportunity, and shares this is for students and full-time staff as they are a small team and want to provide flexibility to meet needs and shares there are many ways to get flexible work arrangements. He shares examples from the full-time staff and shares that it is just a discussion item and wants everyone to review it and ask questions. Shares the purpose of it as he reads why it is a good and shares it is all one policy; they offer hybrid and remote and flex-time options and weekly schedules and can change times and days of the week and shares examples and opportunities and is helpful for parents with children shares his experience and others, but they don't have a written down policy but he does work with this with some employees. Shares other campuses that do something similar to this. Shares the nonexempt employees, it would be different for them as to him Gus and Dena since they are salary based, not hourly. Share more information on flexibility.

Yahir: Asks what is the difference between non and exempt employees.

Barnaby: Answers

Susie: Answers that there is a difference and goes into detail.

Santhosh: Shares they should not do this and shares why

Barnaby: Explains more about the proposal and shares examples and shares it is a benefit for retention and recruiting.

Santhosh: Asks if it is only for nonexempt



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Barnaby: Shares it is for all employees and shares the criteria.

Susie: Explains and goes into detail to Santhosh's question.

Barnaby: Agrees and shares more and shares not all positions can have this option and gives examples and shares front desk staff will not work from home as it is in their job description to cover the front desk. Shares more and there are things to consider and forms and agreements.

Yahir: Shares his thoughts on the item, shares he hears Barnaby's perspective, and shares he has talked with other campuses. Shares that these positions are student affairs and their positions are interactive, goes into detail that CSULA ASI is the smallest organization and shares that he understands other campuses utilizing this but not for CSULA's ASI as they are not large like others, and visibility and presence are important from pro staff in their line of work as students are concerned on the way ASI operates and does not think this is not a huge necessity and it is easier access and communication like one on one engagement like meetings events and student leaders. He shares that he will read more into it and for the student leaders to review it as he does not see it as a top priority.

Blanca: She appreciates Barnaby going through it, Yahir's thoughts, and her thoughts on our campus. We are not as large as others, and flexibility and being in person has been divided. But he asks what type of ASI they want to have for leadership.

Barnaby: He agrees and shares more, but he mentions that this policy is only for employees and not student leaders. He shares more of his opinions and wants to know what everyone thinks about it and to review it. However, he shares that full-time staff will always be available and will be in the office. This is for life balance and for some individuals.

VI. Reports

A. Voting Membership

B. Advisors

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N/A

VII. Adjournment

Offered By:	Cindy Nguyen	Seconded by:	Yahir Flores		
Motion to Adjourn the meeting.					
All in Favor	All	Opposed	0	Abstained	0
					Motion: Passed

Meeting adjourned @4:01pm

CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, February 13, 2024, in USU- San Gabriel Room 313. Consensus by the ASI Personnel Committee on Tuesday, March 12, 2024

Prepared by:

Alexis Narvaez, Recording Secretary

Cindy Nguyen, Chief of Staff