



Personnel Committee Meeting **Minutes**

Day/Date: _____ March 12 , 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 @ 3:08 PM

b. Roll Call

Yahir Flores	ASI President	Present
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	Unexcused Absence
Jenny Lucas	Vice President for External Affairs and Advancement	Present
Santhosh Kumar	Vice President for Academic Governance	Unexcused Absence
Amalvin Fritz	Civic Engagement Officer	Unexcused Absence
Ashley Foskey	Program Coordinator	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present
Susie Varela	Associate Vice President for Human Resources Management	Excused Absence
Blanca Martinez Navarro	Dean of Students	Excused Absence
Amanda Maldonado	Administrative Coordinator	Present



Personnel Committee Meeting **Minutes**

c. Approval of the Agenda

Offered By:	Cindy Nguyen	Seconded by:	Andrew Klein
Motion to Approve Agenda for Tuesday, March 12, 2024			
Consensus reached			
All in Favor	All	Opposed 0	Abstained 0
			Motion: Passed

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d. Certification of the Minutes

Offered By:	Andrew Klein	Seconded by:	Jenny Lucas
Motion to certify the minutes for Tuesday, February 13, 2024			
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.

III. Information Items

A. Payroll management updates, ADP spin

Barnaby: Speaks on the updates and the system they use as it is common, and they were under the USU for years, but now they have spun away and are doing it themselves, but it is not working, and they will spin off completely from the USU, but it is on hold, but it is a big change and will be delayed. But they are working on it.

Andrew: Asked if it will be a big price change.

Barnaby: Not really



Personnel Committee

Meeting **Minutes**

Yahir: Asks for more clarification.

Barnaby: When the employees clock in, it will be just them, as in with the USU; it was all combined. It was a big security issue, and the USU doesn't use many of the resources ADP has, and ASI wants to use those resources.

B. New temporary hire for front desk

Dena: Explains the new temporary hire and why and how she is temporary.

IV. Discussion Item

A. Draft personnel budget for 2024-25 – full-time and student staff

Barnaby: Explains the initial figures they are looking at and the proposals, but they want to present it to the committee, shares the student assistants and the levels, but they don't use it currently and shares the student staff at the moment. 1-2 shares the minimum wage of the state and city wages which is \$17.28 which is effective July 1st but from that the levels they propose that level one will step up 50 cents an hour to \$17.78 and then another 50 cents \$18.28 to level 3's, will be based on skills level of independence on their work and the step will be based on 25 cents an hour increase a merit increase based on performance and technically is a raise and they will present it to the personnel committee for the next year the tricky thing is they don't control the minimum wage.

Dena: Gives knowledge about the minimum wage and shares that they have to follow the LA city's wage, but also they are an auxiliary, so it is different than others.

Barnaby: He shares the student salary budgets but is coming up to reduce some obligations for student staff; they will be reducing hours in the summer and looked into the stepping increase and the overall savings they will save in that budget line, which is helpful. Then, it shares the full-time staff salary and shares what the USU is doing in the future. Shares they might not get a raise that much like the USU of 5% but maybe 3% but shares examples of approaching personnel expenses but



Personnel Committee

Meeting **Minutes**

shares no one is going anywhere, but they need to start on proposing scenarios and would like to know any thoughts or questions.

Cindy: Agrees with the 3%; she thinks that the savings and costs are good.

Yahir: He says there should be no increase based on the budget, but it is something to discuss. He also shares that there are other things to prioritize, and he does not see it as a priority right now.

Arwa: Asks a question based on their budget.

Barnaby: Explains it has to go off the budget, and that's why he is proposing the 3 scenarios, it goes based on finance and the budget and will make some shifts for things, but he doesn't know he's just sharing 3 scenarios.

Arwa: Shares thoughts

Barnaby: Explains and shares thoughts.

Arwa: I would like to hear from everyone.

Andrew: I would like to wait to see what the budget is first.

Jenny: Agrees with Andrew and just wait first.

Arwa: She agrees and shares that she thinks 3% is great as the cost of living, but she will wait and see.

V. Action Item

A. Flexible Work Policy

Barnaby: Goes into detail and shares experiences from COVID-19 and shares what if they have this flexible work policy the office can, and it necessarily doesn't mean full-time won't be in, but there will be coverage. They will have full-time staff in the office; it would just be days that one of the full-time staff has a reason to work from home or have flexibility; they will always be reachable by Zoom calls and emails.

Yahir: He agrees but shares his thoughts. He disagrees with this policy and has spoken to counterparts from other campuses. As it is a student affair,



Personnel Committee

Meeting **Minutes**

he shares that it can be shown as a lack of involvement. He goes into further detail on why he does not think it is a good idea at the moment.

Andrew: He asks about a work schedule for ASI but also agrees on telework and flexibility and shares his thoughts.

Barnaby: Share his thoughts with Yahir and give examples of telework or flexibility work.

Offered By:	Jenny Lucas	Seconded by:	Yahir Flores
Motion to table this action item			
All in Favor	All	Opposed 0	Abstained 0
			Motion: Passed

VI. Reports

A. Voting Membership

B. Advisors

VII. Adjournment

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

Meeting adjourned @4:00 pm



Personnel Committee Meeting **Minutes**

CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, March 12, 2024, in USU- San Gabriel Room 313. Consensus by the ASI Personnel Committee on Tuesday, April 16, 2024

Prepared by:

Alexis Narvaez, Recording Secretary

Cindy Nguyen, Chief of Staff