



# Personnel Committee Meeting **Minutes**

Day/Date: \_\_\_\_\_ April 16, 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 @ 3:07 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	Excused Tardy @3:08
Jenny Lucas	Vice President for External Affairs and Advancement	Present
Santhosh Kumar	Vice President for Academic Governance	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 Tardy @3:32pm



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### c. Approval of the Agenda

Offered By:	Cindy Nguyen	Seconded by:	Jenny Lucas
Motion to Approve Agenda for Tuesday, April 16, 2024			
Consensus reached			
All in Favor	All	Opposed 0	Abstained 0
			Motion: Passed

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### d. Certification of the Minutes

Offered By:	Jenny Lucas	Seconded by:	Cindy Nguyen
Motion to certify the minutes for Tuesday, March 12, 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:** Over the summer, they will try to get updates, resolve issues with the system, and get on their own database.

**Arwa:** Ask about a handbook if they will be doing that.

**Barnaby:** Explains how it will work and what additional materials they will have.

### IV. Action Items

#### A. ASI Flexible Work Policy

**Barnaby:** He speaks on the policy and work hours and events that give examples for overtime or compensation. He shares more examples that



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would be available or can be added to the policy and goes into detail on exempt staff and how their pay and schedules work. He speaks on hybrid work and goes into detail with clarity. He has pulled out remote work to focus on their goals and speaks on what employees can and can't do hybrid.

**Cindy:** Asks a question on fixing a sentence on the policy paper.

**Santhosh:** Asks a question about working offsite.

**Barnaby:** Answers and goes into further detail.

**Andrew:** Asks a question for Zoom

**Barnaby:** Answers and gives some examples of what the marketing team does and says there are some standards that have to be met.

**Dena:** Shares her thoughts on it

**Barnaby:** Agrees with Dena and goes into the other sections of the policy

**Arwa:** Shares her thoughts

**Jenny:** Agrees with Arwa about the accommodations and their jobs

**Cindy:** Shares her thoughts on the details of the policy work

**Santhosh** Thinks they should remove the option altogether as they should be in their office, but he is not fully sure he sees anything wrong with it.

**Arwa:** Asks if he has things he doesn't like, he should announce them

**Barnaby:** Shares more details for Santosh

**Santosh:** Shares he is unsure about it

**Andrew:** Agrees with it

**Yahir:** Shares he disagrees with it, but his only concern is hybrid or if they have emergencies. He understands but shares and goes into detail about certain circumstances that can come up, and looking at their job descriptions, it does not match, but he agrees with a hybrid when situations like emergencies happen but also does not like the idea of the work schedule being working two days out of office and then goes into other examples and details of other schedules presented.

**Arwa:** Asks for further details on the hybrid work schedule. Yahir was referring to the fact that they can only work hybrid 2 days if there is an emergency.

**Dena:** Hybrid only on a need-be basis and wants clarification

**Yahir:** Answers and clarifies his thoughts



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**Blanca:** She shares her thoughts on hybrid work and the environment of a University. She thinks that they should have an option for it.

**Andrew:** Agrees and shares that it depends on the staff's position and that this is a hands-on job but also shares that students don't even know who people are in the office behind the student leaders.

**Arwa:** Shares her thoughts and moves to motion.

Offered By:	Andrew Klein	Seconded by:	Jenny Lucas		
Motion to Approve ASI Flexible work policy with fixing the sentence at the end					
All in Favor	3	Opposed	3	Abstained	0
Motion: Failed					

**Yahir:** Wants to make an amendment to make the hybrid work schedule work only when needed.

Offered By:	Yahir Flores	Seconded by:	Cindy Nguyen		
Motion to Amend The ASI Flexible Work Policy					
All in Favor	3	Opposed	3	Abstained	0
Motion: Failed					

The amendment failed, so they went back to the first motion

**Barnaby:** Shares will now go to the board

**Dena:** Asks questions

**Barnaby:** Answers

Offered By:	Santhosh Kumar	Seconded by:	Jenny Lucas		
Motion to Move the ASI Flexible Work Policy to the Board without the recommendation for this policy					



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All in Favor	All	Opposed 0	Abstained 0	Motion: Passed
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## V. Discussion Items

### A. ASI Executive Director evaluation process

**Barnaby:** Speaks on the elevation and the process of it and goes into detail about the policies.

Offered By:	Yahir Flores	Seconded by:	Jenny Lucas	
Motion to extend the meeting until 4:08pm				
All in Favor	All	Opposed 0	Abstained 0	Motion: Passed

**Barnaby:** Goes into detail but also then talks about the codes of the evolution.

**Blanca:** Asks questions for clarification

**Dena:** Clarifies and ask a question

**Barnaby:** Clarifies who it would go to and work performances

**Dena:** Shares her thoughts on evaluations

**Barnaby:** Goes into details and asks if they want to change it on who the evaluation goes to but also shares the confidentially

**Yahir:** Asks a question

## VI. Reports

### A. Voting Membership



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## B. Advisors

## VII. Adjournment

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

Meeting adjourned @4:13pm

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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, April 16 2024, in USU- San Gabriel Room 313. Consensus by the ASI Personnel Committee on Tuesday, April 22, 2024

Prepared by:

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**Alexis Narvaez, Recording Secretary**

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**Cindy Nguyen, Chief of Staff**