



Personnel Committee Meeting **Minutes**

Day/Date: October 8, 2024
 Time: 3:00-4:00 pm
 Location: USU- Alhambra Room, 305
 Attendees: Personnel Committee, General Public
 Type of Meeting: General

Organizational Items

- a. Call to order by: **Cindy Nguyen, Chief of Staff @ 3:06 PM**
- b. Roll Call

Yahir Flores	ASI President	Present
Arwa Hammad	Vice President for External Affairs	Present
Cindy Nguyen	Chief of Staff	Present
Alonso Villanueva Serrano	Vice President for Finance	Present
VACANT	Vice President for University Affairs	
Ananya Sharma	College of Natural and Social Sciences Representative	Present
Preet Jadhav	College of Engineering, Computer Science, and Technology Representative	Present
Caitlin Jane Calica (CJ)	Vice President for Community Engagement	Present
Ashley Foskey	Program Coordinator	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present



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Susie Varela	Associate Vice President for Human Resources Management	Excused Absence
Blanca Martinez Navarro	Dean of Students	Present
Amanda Maldonado	Administrative Coordinator	Present

c. Approval of the Agenda

Offered By:	Yahir Flores	Seconded by:	Ananya Sharma			
Motion to Approve Agenda for Tuesday, March 12, 2024 Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Certification of the Minutes

Offered By:	Arwa Hammad	Seconded by:	Yahir Flores			
Motion to certify the minutes for Tuesday, April 23, 2024 Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

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



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A. Professional development plan for ASI staff

Barnaby: Goes over the development plan with numbers and the plans, shares some background information as well with options that are available and goes over all travel for conferences and events that will be going on such as AOA and others for leadership and those for full time staff will be attending.

Yahir: Shares he can't see all the number but is it going over \$15,000

Cindy: Clarifies no there is about \$1,000 left over

Alonso: Shares if Gus doesn't attend it would be more saved

Barnaby: Clarifies

Ananya: Asks a question

Barnaby: Clarifies for Ananya

Alonso: Asks if they have access to look it over

Cindy: Yes

Barnaby: Shares yes, it is available for them, and it will change if needed

B. Student staffing vacancies and hiring plan

Barnaby: Shares no front desk hiring, but marketing is looking for two vacancies designer and social media

IV. Action Items

V. Discussion Items

A. Training – Policy 101-Personnel Committee Code of Procedure

Barnaby: Goes over the full-time staff and part time staff but also explains to the leaders they oversee policies financials but don't hire or have authority over full or part time staff, but they will sometimes be a part of the hiring committees.

B. TIAA Retirement Plan Proposal

Barnaby: Goes over that it has been in process for a year and shares all the information on the process and why they are doing it.



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C. AOA Compensation Study 2024 – Review this fall

Barnaby: Goes over AOA and what they do and the response from ASI's and then asks the leaders for feedback and answers on why it is good to have some competition as a school to bring new people. Goes more into more detail.

D. Employee Handbook and consolidation of policies

Barnaby: Goes over the handbook guidelines and policies and shares what will be updated.

Cindy: Shares with everyone to read it all over and questions or edits to reach out to Barnaby or Her to go over them.

VI. Reports

A. Voting Membership

B. Advisors

VII. Adjournment

Offered By:	Preet Jadhav	Seconded by:	Ananya Sharma			
Motion to Adjourn the meeting.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Meeting adjourned @3:40pm



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CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, October 8, 2024, in USU 305 - Alhambra Room. Consensus by the ASI Personnel Committee on Tuesday, February 11, 2025.

Prepared by:

Alexis Narvaez, Recording Secretary

Cindy Nguyen, Chief of Staff