



Personnel Committee Meeting

Minutes

Date: Tuesday, September 9, 2025
 Location: Alhambra Room - USU Room 305
 Type of Meeting: General

Time: 3:00pm-4:00pm
 Attendees: Membership, General Public

I. Organizational Items:

A. Land Acknowledgment: With Great respect, Cal State LA acknowledges the Tongva people as the traditional caretaker of Tovaangar (TOE-van-gar) - the Tongva world, including the Los Angeles Basin, South Channel Islands, San Gabriel and Pomona Valleys, and portions of Orange, San Bernardino, and Riverside Counties. Cal State LA is located within these lands. As an institution located on unceded Tongva land, we pay our respects to the ancestors, elders, and our relatives/relations, past, present, and Emerging. Consistent with our values of community and diversity, we have a responsibility to acknowledge and make visible the university's relationship to Native peoples. By offering this land Acknowledgment, we affirm Indigenous sovereignty and will work to hold Cal State LA more accountable to the needs of American Indian Peoples.

B. Call to order by: Gabriel De La Rosa, Chief of Staff @ approximately 3:00 pm

C. Roll Call

Gabriel De La Rosa	Chief of Staff	Present
Arwa Hammad	President	Present
Ashley Bellorin	Vice President for Community Engagement	Present
Erick Anzu	Vice President for Finance	Present
Aisha Gama	Vice President for External Affairs	Present
Jeffry Umaña Muñoz	Vice President for University Affairs	Excused Tardy
Diana Rangel	College of Ethnic Studies Rep.	Present
	Board Member Rep.	
Blanca Martinez-Navarro	AVP for Student Affairs & Enrollment Management and Dean of Students	Excused Absence
Barnaby Peake	ASI Executive Director	Present
Dena Florez	Associate Executive Director	Present
Amanda Maldonado	ASI Administrative coordinator	Present
Guests of the Gallery		

D. Adoption of the Agenda

The agenda was presented. No motion was made formally to adopt the agenda, but the committee proceeded with the meeting.

E. Certification of the [Minutes](#)

Offered By:	Arwa Hammad	Seconded by:	Diana Rangel			
Motion to certify the minutes for Tuesday, April 15, 2025						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

II. Public Comment: We will now move on to Public Comment. This time is allotted for the public to bring up comments or concerns of interest to the committee. Please be advised that due to a set agenda, the board will not address the items brought up at this time but will note them down for the Executive Committee's review and action. If members of the public would like to be followed up with directly, please provide your contact information through the QR code on the door or through the form provided on the ASI website meeting agenda. We will now call on members of the public in order of registration before moving on to the public.

III. Informational Items

A. Personnel Committee Purpose and Training

- i. [Committee Code of Procedure - P101](#)
- ii. **Scope of authority and purpose**

Barnaby: This meeting take place once a month and the primary function is to advise the corporation on matters of employees against the employer.

- Students Reps are not considered employees
- A lot of the things that will come to the group might go through an attorney as well
- This group will be the default when it comes hiring full time staff and doing research
- As part of the committee you would have an opportunity to repot feedback and reviews on Barnaby performance wise which gets funneled by Arwa and Blanca
- Aiding in the development of a new position
- People can be removed by the committee and make emergency meetings

Arwa: Asked- If there is every a complaint against an employe can that personal go back?

Barnaby: Answered- That is not committee as usually complaint are confidential and this committee is a public form

Barnaby: Mentioned- Personal policies are the next big task for this year and a Handbook is going to be formed using a template issued by an attorney's office that is current then is it sent to an attorney for review. Mentioned he is the point of contact with matters here and will be confidential if desired unless told otherwise

B. ASI Employee Updates

i. Student staff hiring

Dena: Discussed- ASI is currently down one student staff and have received 39 application which have been narrowed down to four. Preferred a students in business but not required.

Erick: Asked- If Dena could elaborate on preferring a student in business and if they would be picked over a student who is better application wise but not in business?

Dena: Answered- She does look at their application for background but she looks more at the person in the interview to see how well they express themselves and how they work under pressure as they are front line. It is okay if they are not a business student but it would be beneficial as they could help with basic finances.

Ashley: Discussed- I receive life scans and then I send up them to HRM but the career center is being difficult and sending multiple back to be redone.

Dena: Added on- They don't go through the career center, it is sent to HR then a representative.

ii. Student interns

Dena: Stated- They are doing great and have said that they love it here and schedules so far have been made to fit and have not received an application from them.

iii. Staff professional development

Barnaby: Discussed- Last year all professional staff development were eliminated. Things are cut if they are very low cost and if there are opportunities online.

Jeffry: Asked- What could we do to have something for staff support wise?

Barnaby: Replied- There is some tools online that are available to staff. Wanting to allow staff to take one day out of the month to do growth development.

IV. Discussion Items

A. Personnel Handbook development and consolidation of policies

i. [ASI Personnel Policies Webpage](#)

Barnaby: You can go on the ASI website → About us → Governing Documents → Policies & governing documents

- This is where you would find all the policies which some need to be updated
- Workplace violence prevention program policy was implemented last year

V. Action Items

VI. Reports

Voting memberships: NO REPORT

Advisors: NO REPORT

VII. Adjournment

Offered By:	Jeffry Umaña Muñoz	Seconded by:	Arwa Hammad			
Motion to adjourn the meeting @ 3:41 pm Consensus reached.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the ASI Personnel Committee Meeting of the Associated Students, Inc., Cal State Los Angeles held on Tuesday, September 9, 2025 at Alhambra Room - USU Room 305, and were approved by consensus by the ASI Personnel Committee on Tuesday, February 10, 2026.

Prepared by:

Maria Delgado - Recording Secretary

Chief of Staff