



Personnel Committee Meeting

Minutes

Tuesday, August 12, 2014

3:30pm-4:30pm Location: U-SU Board Room #303 AB

Attendees: Personnel Committee & General Public

I. Organizational Items:

a. Call to Order

The meeting was called to order at 3:35 PM

b. Roll Call

Shane Vera	President	✓Present
Dean Truong	Vice President for Administration	✓Present
Nicholas Carrillo	Vice President for Academic Governance	✓Present
Vacant	Vice President for Finance	
Ruth Ramos	Secretary/ Treasurer	✓Present
Paolo Galicia	College of Engineering, Computer Science and Technology	✓Present
Vacant		
Samuel Han	Chief Justice	✓ Excused Absent
Intef W. Weser	Executive Director	✓Present
Susie Varela	University President's Designee	✓Present
Guests of the Gallery		

c. Adoption of Agenda (action):

Offered By:	Dean Truong	Seconded by:	Ruth Ramos
Motion to approve the adoption of Agenda for Tuesday, August 12, 2014.			
Discussion:			
All in Favor	ALL	Opposed	0
Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Ruth Ramos	Seconded by:	Dean Truong
Motion to approve the minutes for July 29, 2014			
All in Favor	All	Opposed	0
Abstained	0	Motion:	<u>passed</u> failed

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the Personnel committee members.

- ✦ None

III. New Business:

- ✦ Quarterly evaluations.
- ✦ Intef's evaluation will be submitted to Shane & Nancy and the other staffs will be created by Intef, submitted to Nancy & Personnel Committee.

IV. Discussion

- a. Quarterly Evaluations for full time staff: The committee will discuss the possibility of having quarterly evaluations for full time staff and who complete the evaluation.

- ✦ Previously discussed
- ✦ Use a quarterly evaluation of fulltime staff. This makes it easier to review when you have...
- ✦ Nicholas Carrillo: Difference between the 2 evaluation formats presented.
- ✦ Letycia Gomez: We evaluate the end of each year; to do a quarter should be for an employee.
- ✦ Susie Varela: evaluations are only once a year unless you are a probationary employee, to have a quarterly evaluation would be ideal.
- ✦ Intef W. Weser: You can do a quarterly and then sit down with me and we can talk about it.
- ✦ Susie Varela: Can have a check in meeting.
- ✦ Intef W. Weser: Three months we sit with staff and give feedback about our operations.
- ✦ Shane Vera: Quarterly check in review, would it be okay to use U-SU review format?
- ✦ Nicholas Carrillo: This gives a more well-rounded perspective. Evaluation criteria: Can we give a better definition of category ratings.
- ✦ Shane Vera: What is the next step to revise the process?
- ✦ Intef W. Weser: Add on agenda for next meeting.
- ✦ Nicholas Carrillo: If we are to change the date would that go into the change Susie suggested?
- ✦ Intef W. Weser: We would go with policy 106 and have April.
- ✦ Shane Vera: We will have a training session for BOD on how to evaluate.
- ✦ Intef W. Weser: We need a timeline and state of affairs.

V. Reports

a. **A.S.I. President: Shane Vera**

- ✦ None.

b. **A.S.I. Staff: Intef W. Weser**

- ✦ Any issues shared for our staff meeting August 20th.
- ✦ Update the staff on A.S.I. business
- ✦ Discuss daily activities.
- ✦ Epic students leaving Thursday, we will have something for them about 10-12.

VI. Old Business

- ✦ None.

VII. Adjournment

Offered By:	Dean Truong	Seconded by:	Nicholas Carrillo			
Motion to adjourn the meeting at <u>4:04</u> pm.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.
 Personnel Committee Meeting
Summary of Actions Taken
Tuesday, August 12, 2014

I. Organizational Items:

C. Adoption of Agenda (action):

Offered By:	Dean Truong	Seconded by:	Ruth Ramos			
Motion to approve the adoption of Agenda for Tuesday, August 12, 2014.						
Discussion:						
All in Favor	ALL	Opposed	0	Abstained	0	Motion: Passed

D. Approval of Minutes (action):

Offered By:	Ruth Ramos	Seconded by:	Dean Truong			
Motion to approve the minutes for July 29, 2014						
All in Favor	All	Opposed	0	Abstained	0	Motion: <u>passed</u> failed

VII. Adjournment

Offered By:	Dean Truong	Seconded by:	Nicholas Carrillo			
Motion to adjourn the meeting at <u>4:04</u> pm.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the **PERSONNEL COMMITTEE MEETING** of the Associated Students, Inc., CSULA held on Tuesday, August 12, 2014 in the U-SU 303AB. Approved by the A.S.I. Personnel Committee on:

Prepared by:

Dena Florez, Office Manager of Administration and Services
 Recording Secretary

Confirmed by:

Ruth Ramos
 Secretary/Treasurer