



# Personnel Committee Meeting

## Minutes

Tuesday, August 28, 2014

3:30pm-4:30pm 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 5:06 PM

**b. Roll Call**

Shane Vera	President	X - Present
Dean Truong	Vice President for Administration	X - Present
Nicholas Carrillo	Vice President for Academic Governance	X - Present
Carina Kan	Vice President for Finance	X - Present
Ruth Ramos	Secretary/ Treasurer	X - Present
Paolo Gallcia	College of Engineering, Computer Science and Technology	X - Present
Vacant		
Samuel Han	Chief Justice	
Intef W. Weser	Executive Director	X - Present
Letycia Gomez	University President's Designee	X - Present
Susie Varela	Associate Vice President Human Resources Management	X - Present
Guests of the Gallery		

**c. Adoption of Agenda (action):**

Offered By:	Dean Truong	Seconded by:	Carina Kan				
Motion to approve the adoption of Agenda for Thursday, August 28, 2014.							
All in Favor	Consensus	Opposed	None	Abstained	None	Motion:	Passed

**d. Approval of Minutes (action):**

Offered By:	Ruth Ramos	Seconded by:	Carina Kan				
Motion to approve the minutes for August 12, 2014.							
All in Favor	Consensus	Opposed	None	Abstained	None	Motion:	Passed

**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. Discussion**

a) Quarterly Evaluations for full time staff- the committee will discuss how to implement quarterly evaluations for full time staff: The committee will discuss the implementation process of quarterly evaluations for full time staff and the distribution of the evaluations to different areas of the organization

- Shane Vera: Possible to have ¼ evaluations. Any ideas how we can implement this for full time staff
- Carina Kan: Why do we want to change this to quarterly.?
- Shane Vera: We want to give credit where credit is due.

- ✦ Letycia Gomez: It is not stated in the minutes that it was agreed. Also stated that it was suggested to move timing of the review
- ✦ Intef Weser: We talked about doing mid-year
  - a. Full time staff is reviewed by me.
  - b. Is it a formal midyear review?
- ✦ Shane Vera: You cannot have a 1/4 review & and an annual review.
- ✦ Nicholas Carrillo: I like that idea. How do companies do periodic reviews?
- ✦ Susie: Establish criteria, job performance, and create a criteria sheet.
- ✦ Shane Vera: Combine USU & ASI & State review
- ✦ Nicholas Carrillo: Is it better to assess with word rather than number
- ✦ Susie Varela: Merit is given based on satisfactory. You can also have free ranking and merit given at the end of the year.
- ✦ Intef Weser: If it's going to weigh into the end review, Nancy Wada-McKee's office needs to be involved
- ✦ Dean Truong: Could we format much like we do for professors?
- ✦ Nicholas Carrillo: Can we add to evaluation? Can we require individuals to give comments?
- ✦ Carina Kan: Are we doing annual or periodic reviews?
- ✦ Shane Vera: If we do periodic is a better gage for doing the ending. The deadline will be by the third week of the quarter.
- ✦ Susie Varela: Start in September, have a November, February checking with final evaluation in April. The final evaluation will be a summary of the collective meetings.
- ✦ Nicholas Carrillo: In planning we need to keep the semester conversion in mind.
- ✦ Shane Vera: Then it would be every three months.
- ✦ Susie Varela: The periodic evaluations will be very important in completing the year-end.
- ✦ Intef W. Weser: What is the next step.
- ✦ Shane Vera: Creating the form.
- ✦ Intef W. Weser: So we will have Shane Vera, Susie Varela, and Nancy Wada-McKee working on the form?
- ✦ Shane Vera: What would be Nancy Wada-McKee's role in the periodic evaluations?
- ✦ Intef W. Weser: Currently Dr. Nancy Wada-McKee reviews evaluations as submitted.
- ✦ Letycia Gomez: Her role is two part: 1. Discusses changes to be made, and 2. What role she plays in the process.
- ✦ Shane Vera: I will work with Susie Varela. Any questions or suggestions, email me.

#### IV. New Business:

- ✦ - None

#### V. Action Items

- ✦ - None -

#### V. Reports

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

- ✦ None

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

- ✦ None

#### VI. Discussion

- ✦ None

#### VII. Old Business

- ✦ None

#### V. Adjournment

<b>Offered By:</b> Dean Truong						<b>Seconded by:</b> Ruth Ramos
Motion to adjourn the meeting at 5:30 pm.						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: Passed

Associated Students, Inc.  
Personnel Committee Meeting  
**Summary of Actions Taken**  
Tuesday, September 30, 2014

I. Organizational Items:

c. Adoption of Agenda (action):

<b>Offered By:</b> Dean Truong						<b>Seconded by:</b> Carina Kan
Motion to approve the adoption of Agenda for Thursday, August 28, 2014.						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes (action):

<b>Offered By:</b> Ruth Ramos						<b>Seconded by:</b> Carina Kan
Motion to approve the minutes for August 12, 2014.						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: Passed

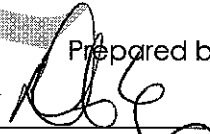
VIII. Adjournment

<b>Offered By:</b> Dean Truong						<b>Seconded by:</b> Ruth Ramos
Motion to adjourn the meeting at 5:30 pm.						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: Passed

**CERTIFICATION**

Official Minutes taken for the **PERSONNEL COMMITTEE MEETING** of the Associated Students, Inc., CSULA held on Thursday, August 28, 2014 in the U-SU 303AB. Approved by the A.S.I. Personnel Committee on: Tuesday, September 30, 2014

Prepared by:



**Dena Florez, Office Manager of Administration and Services**  
Recording Secretary

Confirmed by:



**Ruth Ramos**  
Secretary/Treasurer