



Personnel Committee Meeting

Minutes

Tuesday, July 15, 2014
 3:30 pm-4:30 pm U-SU Board Room #303 AB
 Attendees: Personnel & General Public

I. Organizational Items:

a. Call to Order

The meeting was called to order at 4:02 PM

b. Roll Call

Shane Vera	President	✓ Present
Dean Truong	Vice President for Administration	✓ Present
Nicholas Carrillo	Vice President for Academic Governance	✓ Present
Ernesto Covarrubias	Vice President for Finance	✓ Absent
Ruth Ramos	Secretary/ Treasurer	✓ Absent
Paolo Galicia	College of ECST	✓ Present
Emmanuel Solis	College of A + L	✓ Present
Samuel Han	Chief Justice	✓ Absent
Intef W. Weser	Executive Director	✓ Present
Letycia Gomez		✓ Absent
Nancy Wada-Mckee	University President's Designee	✓ Absent
Guests of the Gallery		

c. Approval of Agenda (action):

Offered By:	Nick Carrillo	Seconded by:	Dean Truong
Motion to approve the adoption of Agenda for Tuesday, July 15, 2014.			
Vote Tally:	Changes of day: adding item (d) no minutes for June 3, 2014		
All in Favor	✓	Opposed	None
		Abstained	None
Motion:		passed ✓	failed*

d. Approval of Minutes (action):

Offered By:	Seconded by:
Motion to approve the minutes for Tuesday, June 3, 2014: No minutes for Tuesday, June 3, 2014	
Vote Tally:	
All in Favor	Opposed
	Abstained
Motion: passed failed	

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the Executive Committee members.

* None

III. New Business

a. Personnel Committee Code and Procedure Review – The committee will review the Personnel Committee COP

- ☛ Intef W. Weser: Staff Organization Chart was Explained and distributed
- ☛ New Program Coordinator will start July 28th.
- ☛ New Assistant to Manager will be Kelly Hoang.
- ☛ Diana Salerno will be back in Fall we're looking for graphic designer still
- ☛ Angel Sanchez position was described in Detail.
- ☛ Student Assistant transition procedure.
- ☛ Personnel Committee Codes of Procedure was reviewed. Membership we are full.

b. Programs Coordinator Start Date and Orientation Schedule

- i. July 28th Start Date
- ii. Tentative-Lunch with Ashely Joseph Wednesday, July 30th @ noon in the University Club

- ☛ Ashley Joseph will start on July 28, 2014.
- ☛ She will have orientation to learn about A.S.I.

IV. Action Items

a. Student Assistant Classification and Pay Plan – Policy 115 – The committee will take action on approving the Pay Rate Scale. A California Bill to raise the state minimum wage to \$10 an hour by January 2016 was approved by the California Legislature signed by the Governor. The hourly increase would take effect in tow steps: from \$8 to \$9 in July 2014 and to \$10 on Jan. 1, 2016.

Offered By:	Dean Truong	Seconded by:	Paolo Galicia
Motion to approve Policy 115 Student Assistant Classification & Pay Plan.			
Vote Tally:			
All in Favor	All	Opposed	X
		Abstained	X
Motion:		passed ✓	failed

- ☛ Page 2 the student Assistant Classification & Pay Plan.
- ☛ We start \$9.25
- ☛ Student Assistant 30 Day Training Checklist was distributed and discussed.
- ☛ Tomorrow 2 Students from high school will be helping us with front desk and different tasks. Only for Summer. They get experience.
- ☛ They basically volunteer for A.S.I.
- ☛ For 30 days from Monday to Friday
- ☛ EPIC pays them so free labor.

V. Reports

- a. A.S.I President: **Shane Vera**
- b. A.S.I. Staff : **Intef W. Weser**

VI. Discussion

VII. Old Business

VIII. Adjournment

Offered By:	Nick Carrillo	Seconded by:	Dean Truong
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Motion to adjourn the meeting at <u>4:28</u> pm.						
Vote Tally:						
All in Favor	All	Opposed	X	Abstained	X	Motion: passed failed

Associated Students, Inc.
Executive Committee Meeting
Summary of Actions Taken
Tuesday, July 15, 2014

Offered By:	Nick Carrillo	Seconded by:	Dean Truong			
Motion to approve the adoption of Agenda for Tuesday, July 15, 2014. Discussion:						
Vote Tally:	Changes of day: adding item (d) no minutes for June 3, 2014					
All in Favor	✓	Opposed	None	Abstained	None	Motion: passed ✓ failed*
Offered By:	Dean Truong	Seconded by:	Paolo Galicia			
Motion to approve Policy 115 Student Assistant Classification & Pay Plan.						
Vote Tally:						
All in Favor	All	Opposed	X	Abstained	X	Motion: passed ✓ failed

Offered By:	Nick Carrillo	Seconded by:	Dean Truong			
Motion to adjourn the meeting at <u>4:28</u> pm						
Vote Tally:						
All in Favor	All	Opposed	X	Abstained	X	Motion: passed failed

IX. CERTIFICATION

Official Minutes taken for the **Personnel COMMITTEE MEETING** of the Associated Students, Inc., Cal State L.A. held on Tuesday, July 15, 2014 in the U-SU 303AB. Approved by the A.S.I. Personnel Committee on Tuesday, July 29, 2014

Prepared by:



Dena Florez, Office Manager of Administration and Services
Recording Secretary

Confirmed by:



Ruth Ramos
Secretary/Treasurer