



# Personnel Committee Meeting Minutes

Tuesday, May 5, 2015

Time: 3:30pm-4:30pm

Location: U-SU Board Room 303

Attendees: Personnel Committee & General Public

## I. Organizational Items:

### a. Called to Order by Dean Truong

### b. Roll Call

Shane Vera	President	Present
Dean Truong	Vice President for Administration	Present
Uriel Serrano	Vice President for Academic Governance	Present
Carina Kan	Vice President of Finance	Excused Late
Ruth Ramos	Secretary/ Treasurer	Excused Absent
Intef W. Weser	Executive Director	Present
Letycia Gomez	University President's Designee	Present
Bryan Sanchez	Associate Justice	Present
Felipe Romero	Chief Justice	Excused Absent
Samuel Han	Chief Justice / Associate Justice	Excused Absent
Carolyn Kan	Campus Affairs Representative	Present
Guests of the Gallery		

### c. Adoption of Agenda for Tuesday, January 13, 2015):

Offered By:	Shane Vera	Seconded by:	Carolyn Kan
Motion to approve the adoption of Agenda for Tuesday, May 5, 2015			
All in Favor	All	Opposed	0
		Abstained	0
Motion: Passed			

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

Offered By:	Shane Vera	Seconded by:	Carolyn Kan
Motion to approve the minutes for Tuesday, March 10, 2015.			
All in Favor	All	Opposed	0
		Abstained	0
Motion: Passed			

## II. Public Forum/Announcement:

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

## III. New Business:

### IV. Action:

- a. A.S.I. Future Staffing Needs- The committee will review the role and functions of the Executive Director Administrative Assistant and discuss a recommendation keep the position part-time, 29 per week for 2015-16.

- Intef W. Weser presented: The need to keep the executive Administrative Assistant position to 29 hours.
- Intef W. Weser: We can take out the student title. Budget wise, 29 hours are worked into the budget.
- Shane Vera: Students can only work 20 per week.
- Carina Kan: We have the budget already balanced, but the issue is we are not supporting another student.
- Shane Vera: This will be a recommendation to the board.

Offered By:	Shane Vera	Seconded by:	Uriel Serrano
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Motion to approve A.S.I. Staffing needs						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**V. Discussion:**

- a. Executive Director and Staff Evaluations Timeline- The committee will review the fulltime staff evaluation timeline.

☛ Intef Weser will check with Nancy regarding evaluations

- b. A.S.I. Staff Task Log Report- Staff will report on task log activities and committee will discuss expectation and goals.

☛ Marcus Rodriguez: Strategic Planning, in each area we discussed we talked about readapting ASI

- Shift in College Reps.
  - New Curriculum
  - New Job Description
- Goal: By summertime we publish a curriculum.
- Budget will closely reviewed

☛ Intef Weser: 9/3 2015-2016. The Budget will look different with or without \$300,000. We will consolidate a marketing expert. Administration and student government reductions. The Auditors will be here by the end of the year. I talked with the cashiers about the SIFR fee.

☛ Shane Vera: I asked about the fee at CSSA.

☛ Intef Weser: There are extra steps.

☛ Shane Vera: We don't need to pay \$15,000

☛ Intef Weser: unity is in Chico

**VI. Reports:**

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

☛ None

- b. A.S.I. Starff: Inteff W. Weser

☛ None

**VII. Old business:**

**VIII. Adjournment:**

Offered By:	Shane Vera	Seconded by:	Carolyn Kan				
Motion to adjourn meeting 3:55 pm							
All in Favor	all	Opposed	0	Abstained	0	Motion:	passed

Associated Students, Inc.  
Personnel Committee Meeting  
Summary of Actions Taken  
Tuesday, June 2, 2015

**I. Organizational Items:**

- a. Adoption of Agenda for Tuesday, January 13, 2015):

Offered By:	Shane Vera	Seconded by:	Carolyn Kan			
Motion to approve the adoption of Agenda for Tuesday, May 5, 2015						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- b. Approval of Minutes (action):

Offered By:	Shane Vera	Seconded by:	Carolyn Kan				
Motion to approve the minutes for Tuesday, March 10, 2015.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

Offered By:	Shane Vera	Seconded by:	Uriel Serrano
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Motion to approve A.S.I. Staffing needs						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**IV. Action:**

- a. **A.S.I. Future Staffing Needs-** The committee will review the role and functions of the Executive Director Administrative Assistant and discuss a recommendation keep the position part-time, 29 per week for 2015-16.

Offered By: Shane Vera		Seconded by: Uriel Serrano					
Motion to approve A.S.I. Staffing needs							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**VIII. Adjournment:**

Offered By: Shane Vera		Seconded by: Carolyn Kan				
Motion to adjourn meeting 3:55 pm						
All in Favor	all	Opposed	0	Abstained	0	Motion: passed

**CERTIFICATION**

Official Minutes taken for the **BOARD OF DIRECTORS MEETING** of the Associated Students, Inc, CSULA held on May 5, 2015 in the University Student Union 303AB. Consensus by the A.S.I. Board of Directors on: Tuesday June 2, 2015

Prepared by:

  
Dena Florez

Recording Secretary

  
Ruth Ramos

Secretary/Treasurer