



Personnel Committee Meeting Minutes

Tuesday, September 30, 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 3:33 PM

b. Roll Call

Shane Vera	President	<input checked="" type="checkbox"/> Excused Late
Dean Truong	Vice President for Administration	<input checked="" type="checkbox"/> Present
Nicholas Carrillo	Vice President for Academic Governance	<input checked="" type="checkbox"/> Present
Carina Kan	Vice President for Finance	<input checked="" type="checkbox"/> Present
Ruth Ramos	Secretary/ Treasurer	<input checked="" type="checkbox"/> Present
Paolo Galicia	College of Engineering, Computer Science and Technology	<input checked="" type="checkbox"/> Present
Emmanuel Solis	Arts and Letters Representative	<input checked="" type="checkbox"/> Present
Samuel Han	Chief Justice	<input checked="" type="checkbox"/> Un Excused Late
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Excused Late
Lefycia Gomez	University President's Designee	<input checked="" type="checkbox"/> Excused Absent
Guests of the Gallery		

c. Adoption of Agenda (action):

Offered By:	Carina Kan	Seconded by:	Ruth Ramos
Motion to approve the adoption of Agenda for Tuesday, September 30, 2014.			
All in Favor	Consensus	Opposed	Abstained
			Motion: passed

d. Approval of Minutes (action):

Offered By:	Emmanuel Solis	Seconded by:	Paolo Galicia
Motion to approve the minutes for August 28, 2014.			
All in Favor	Opposed	Abstained	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.

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**

- ✦ Nicholas Carrillo: Moving the date of evaluation to end of quarter
 -Shane to be working with Human Resource to finalize and set the form.
- ✦ Dean Truong: Any suggestion on how to handle quarterly evaluations.

- ✦ Dean Truong: Move Quarterly evaluations to end of discussion.
 - Ruth-Carina passes
 - (b). Professional staff development
- ✦ Nicholas Carrillo: Fullerton visit they have investments in
 - Training for grant writing, incorporate with VPF, professional development
- ✦ Carina Kan: What kind of grants
- ✦ Nicholas Carrillo: Monetary request
- ✦ Marcus Rodriguez: 501(c)
- grant writing is not that difficult
 - ✦ Dean Truong: Executive Director at Fullerton identifies the grants.
 - ✦ Nicholas Carrillo: They didn't elaborate
 - ✦ Marcus Rodriguez: There is money out there
 - It appears everyone is on board
 - 1) Who do we want to target
 - 2) Packaging
 - 3) Project
 - GIA leadership a nonprofit can be an idea.
- ✦ Shane Vera: Grant writing training
- ✦ Marcus Rodriguez: make sure that there is an expectation when we go to Naspa & AOA
 - (C). Staffing Needs.
- ✦ Shane Vera: We would like to add; full time graphics & additional part time student staff.
- ✦ Carina Kan: really like having a full time graphic. But questioned the need of web coordination as we have a spirit commissioner & Ryan's position.
- ✦ Dean Truong: Are good financially
- ✦ Shane Vera: It is good move to market ourselves better. Hopefully this position helps
- ✦ Dean Truong: Office or Cubicle
- ✦ Nicholas Carrillo: Would like to see a student assistant for Academic Governor.
- ✦ Shane Vera: Definitely something to look at
- ✦ Marcus Rodriguez: look at job description of Graphics coordinator.
- ✦ Shane Vera: to continue on and be successful we need to look at these positions.
- ✦ Marcus Rodriguez: As this position develops need to look at management.
- ✦ Shane Vera: Assuming graphics Coordinator would stay with Marcus.
- ✦ Nicholas Carrillo: Do we have a job description
- ✦ Shane Vera: Yes
 - Concerns long terms?
 - Executive Director Administrator Assistant- assists with event planning for the balance of the year.
 - Expanding Renia's hours to 29 time used to assist Marcus.
- ✦ Nicholas Carrillo: can work with supporting office of Academic Governor
- ✦ Shane Vera: Are we okay with expanding Renia's hours & utilizing front desk more.
 - Quarterly evaluations.
- ✦ Shane Vera: Forms used
 - who is spearheading it
 - Anyone interested?
- ✦ Dean Truong: I can head this
- ✦ Nicholas Carrillo: Have Justices assistant
- ✦ Dean Truong: What is the deadline?
- ✦ Shane Vera: By next personnel get forms

IV. Reports

- a. **A.S.I. President: Shane Vera:** Nothing to report.
- b. **A.S.I. Staff: Dena Florez:** Office re-design, new canopies & table covers in this week.
- c. **Nicholas Carrillo:** would like the front desk to better verse in the background of ASI: Lobby Corporation.

- V. New Business
- VI. Old Business
- VII. Adjournment

Offered By: Dean Truong					Seconded by: Nicholas Carrillo
Motion to adjourn the meeting at 4:17pm.					
All in Favor	Consensus	Opposed	None	Abstained	Motion: passed

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

I. Organizational Items:

C. Adoption of Agenda (action):

Offered By: Carina Kan					Seconded by: Ruth Ramos
Motion to approve the adoption of Agenda for Tuesday, September 30, 2014.					
All in Favor	Consensus	Opposed		Abstained	Motion: passed

D. Approval of Minutes (action):

Offered By: Emmanuel Solis					Seconded by: Paolo Galicia
Motion to approve the minutes for August 28, 2014.					
All in Favor		Opposed		Abstained	Motion: passed

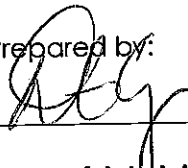
VII. Adjournment

Offered By: Dean Truong					Seconded by: Nicholas Carrillo
Motion to adjourn the meeting at 4:17pm.					
All in Favor	Consensus	Opposed	None	Abstained	Motion: passed

CERTIFICATION

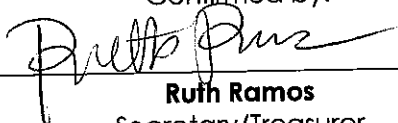
Official Minutes taken for the **PERSONNEL COMMITTEE MEETING** of the Associated Students, Inc., CSULA held on Tuesday, September 30, 2014 in the U-SU 303AB. Approved by the A.S.I. Personnel Committee on Tuesday, October 28, 2014.

Prepared by:



Dena Florez, Office Manager of Administration and Services
 Recording Secretary

Confirmed by:



Ruth Ramos
 Secretary/Treasurer