



Personnel Committee Agenda

Minutes

Tuesday, January 12, 2016
 Time: 3:30pm-4:30pm
 Location: U-SU Board Room 303 AB
 Attendees: Executive committee, General Public
 Type of Meeting: Special

I. Organizational Items:

a. Called to Order by: Ejmin Hakobian @ 3:39pm

b. Roll Call

Ejmin Hakobian	<i>President</i>	xPresent
Samuel Garza	<i>Vice President for Administration</i>	xLate @4:06
Nicole McCue	<i>Vice President for Academic Governance</i>	xLate
Antonio Canzona	<i>Vice President of Finance</i>	xPresent
Susie Varela	<i>Human Resources</i>	xPresent
Salvador Alejo III	<i>Chief Justice</i>	xLate
Jannah De La Cuesta	<i>College of Natural and Social Sciences Representatives</i>	xPresent
Joselyn Diaz	<i>Secretary/ Treasurer</i>	xPresent
Jason Fontenette	<i>Vice President of External Affairs & Advancement</i>	xLate - Not Required To Be at Meeting
James Steele	<i>Campus Affairs Representative</i>	xPresent
Intef W. Weser	<i>Executive Director</i>	xEx-Absent
Dena Florez	<i>Office Manager of Administration & Services</i>	xEx-Absent
Dr. Jennifer Miller	<i>University President's Designee</i>	xPresent
Guests of the Gallery		

c. Adoption of Agenda.

Offered By:	James Steele	Seconded by:	Jannah Mae De La Cuesta
Motion to approve the adoption of Agenda for Tuesday, January 12, 2016 Add: New Business: ASI Executive Members Employee Insurance Human Resources Professional In A.S.I. → Friendly Amendment Add: Discussion E. Recording Secretary Position			
All in Favor	All	Opposed	0
		Abstained	0
		Motion:	Passed

d. Approval of Minutes (action):

Offered By:	NO MOTION	Seconded by:	NO MOTION				
Motion to approve the minutes for November 10, 2015							
Page 8. Jason Fontenette First Comment made by Intef Jason not required at this meeting							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

II. Public Forum/Announcement:

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

☒ -None-

III. Reports:

- a. **Committee Chair: Samuel Garza**

☒ Not Here, Late

- b. **A.S.I. President: Ejmin Hakobian**

☒ Ejmin Hakobian: There are some challenges in A.S.I. Transparency and better communication, Sam mentioned we need to take decision. I am working on relationship with Intef. Hard to do all the things at the same time. We need to collaborate on the work load of execs.

- c. **A.S.I. Staff: Intef W. Weser**

☒ Intef W. Weser away at AOA Conference.

IV. New Business:

- a) **Employee Insurance**

- ☒ Ejmin Hakobian: If there must be a claim of harassment there must be an investigation. The one being accused needs an attorney. Lawyers ask \$3,000 to start; it's a liability for us. We are students; there is no way to cover this. I would like Marcus to do research on quotes.
- ☒ Susie Varela: Looking for a lawyer to represent students is in violation with Title 9.
- ☒ Ejmin Hakobian: It covers students in any case because the university lawyer can't do it.
- ☒ Susie Varela: You want a lawyer to cover the students?
- ☒ Ejmin Hakobian: Yes.
- ☒ James Steele: Do we know if other CSU's have this?
- ☒ Ejmin Hakobian: There are some that do.
- ☒ Susie Varela: When there is a title 9 investigation, employees aren't covered. There are internal procedures, and there is a process here on campus.
- ☒ Jannah Mae: Question for Susie, Do we have an Ombudsman on campus that can investigate.
- ☒ Susie Varela: We don't, but we have several positions that can handle situations.
- ☒ Jannah Mae: Would an ombudsman help with this?
- ☒ Susie Varela: You go with Title 9 representative; she gives training or something like that. You don't necessarily need a lawyer; it's not a criminal trial.
- ☒ James Steele: I understand where Ejmin is coming from; we don't need an attorney to fix the problem.
- ☒ Ejmin Hakobian: I talk to the attorney and they recommended having to have representation.

- ✿ James Steele: Why can't the university attorney do it?
- ✿ Ejmin Hakobian: It's not on the contract, would you like for us to get information?
- ✿ Jannah Mae: I still would like to look into this before doing it because it is student's funds.
- ✿ Jen Miller: If it helps the group, I can go through the process the university goes through.
- ✿ Ejmin Hakobian: Could we have a workshop?

b) Human Resources

- ✿ Ejmin Hakobian: We have a conversation to have human resources personnel be a part of ASI as a member. Sometimes it is hard to contact someone when there is a problem in ASI.
- ✿ Susie Varela: The only statement is what the purpose of HR is. HR does not do the work, the only supervise.
- ✿ Ejmin Hakobian: I feel that resource is for prevention.
- ✿ Susie Varela: HR doesn't do that, which is the supervisor's responsibility. I have given those tools.
- ✿ The Chair Recognizes Samuel Garza
- ✿ Antonio Canzona: HR does not have power?
- ✿ Samuel Garza: We see that the stand of our structure of organization is not good.
- ✿ Susie Varela: A supervisor is like a manager and gives tasks. That is their responsibility for Personnel items.
- ✿ Jen Miller: This structure is very different.
- ✿ Susie Varela: We do give guidance and advice. We let the manager have that decision. I have the pros and the cons, you say if it's against the law.
- ✿ Ejmin Hakobian: If there are multiple issues they can be fixed, if we have that help.
- ✿ Susie Varela: We can have regular meetings to talk about this but you haven't done that.
- ✿ Samuel Garza: Thank you as representative of the university to give us those tools. As we don't have or are aware of it.
- ✿ Jannah Mae: Thanks for providing the information. Is there a way he can look at that information that executives look at?
- ✿ Susie Varela: Provide information of how managements employs.
- ✿ Antonio Canzona: 5k pays a year, how much would it cost for an in house HR?
- ✿ Ejmin Hakobian: No that is why we are discussing.
- ✿ Susie Varela: Look around and see the benefits for the year, for everything.
- ✿ Samuel Garza: We are moving on
- ✿ Ejmin Hakobian: We don't have much time to move on.

V. Discussion Items:

a. **Handling of Minutes: The committee will discuss will discuss the handling of minutes for A.S.I. Internal meetings.**

- ✿ Samuel Garza: Since I have been elected minutes are always done last minute. Student staff are doing the minutes and they shouldn't be doing that.
- ✿ Joselyn Diaz: That duty has been added to the recording secretary.
- ✿ Antonio Canzona: As mentioned before, ASI hasn't removed the recording secretary. I agree with Sam that the one at the meeting should also write the minutes.
- ✿ Ejmin Hakobian: Dena is taking notes, is that in her job description?
- ✿ Marcus Rodriguez: It has always been that position. It has always been someone who doesn't participate in the meeting. I will ask why student assistants handle minutes.
- ✿ James Steele: What is the purpose of writing if we have a recording?
- ✿ Ejmin Hakobian: We have a student member that goes back to minutes. It is easier to look through written minutes.
- ✿ Marcus Rodriguez: City of Los Angeles does recordings that go right away with summary of times.

☒ Antonio Canzona: Motions and Voting is easier to look at when they are in writing.

Offered By: Ejmin Hakobian						Seconded by: Antonio Canzona
Motion to extend the meeting 10 minutes.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

b. Professional Staff Evaluations: The committee will discuss the possibility of having the A.S.I. professional staff evaluated by elected student executives.

- ☒ Samuel Garza: Now that we have finished half of our year, I would like to do these evaluations.
- ☒ Marcus Rodriguez: Ejmin and Sam received an email I sent out that has the executive director's evaluation. It shows what the process looks like.
- ☒ Ejmin Hakobian: Providing feedback will show us how we can improve our organization.
- ☒ Jen Miller: I see I can help with executive director but not with the staff.
- ☒ Marcus Rodriguez: Intef would talk about that process.

c. Graphic Designer & Marketing Coordinator: The committee will discuss the resignation of the Graphic Designer & Marketing Coordinator and the hiring timeline.

- ☒ Ejmin Hakobian: Jessica resigned because she had another position. She did an amazing job at ASI. Her resignation letter was turned in a month ago but was given to the executives the day she left.
- ☒ Jen Miller: Intef might talk about this. They asked how they want it to happen. There was a miscommunication on the email.

d. Meeting Time: The committee will discuss the meeting time of the personnel committee for the Winter Quarter of 2016.

- ☒ Samuel Garza: I would like to move the time of the meeting.

VI. Action:

- ☒ -None-

VII. Old Business:

a. Open A.S.I. Positions: The committee will discuss the timeline process of hiring new A.S.I. personnel.

i. Assistant to the Executive Director

- ☒ -None-

ii. Chief of Staff (Executive Assistant)

- ☒ -None-

VIII. Adjournment:

Offered By: Antonio Canzona						Seconded by: James Steele
Motion to Adjourn meeting at 4:40 PM						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.
 Personnel Committee Meeting
 Summary of Actions Taken
 Tuesday, January 12, 2016

I. Organizational Items:

a. Called to Order by: Ejmin Hakobian @ 3:39pm

b. Roll Call

c. Adoption of Agenda.

Offered By:	James Steele	Seconded by:	Jannah Mae De La Cuesta			
Motion to approve the adoption of Agenda for: Tuesday, January 12, 2016						
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d. Approval of Minutes (action):

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V. Discussion Items:

a. Handling of Minutes: The committee will discuss will discuss the handling of minutes for A.S.I. internal meetings.

Offered By:	Samuel Garza	Seconded by:	Antonio Canzona			
Motion to extend the meeting 10 minutes.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

VIII. Adjournment:

Offered By:	Antonio Canzona	Seconded by:	James Steele				
Motion to Adjourn meeting at 4:40 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 January 12, 2016 in the University Student Union 303AB. Consensus by the A.S.I. Personnel Committee Meeting on Tuesday, January 26, 2016.

Prepared by:

Dena Florez
Recording Secretary

Joselyn Diaz
Secretary/Treasurer