



Personnel Committee Meeting

Minutes

Tuesday, June 27, 2017

Time: 3:15pm-4:15pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by David Zitser @ 3:15pm

b. Roll Call

David Zitser	<i>President</i>	xPresent
David Garcia	<i>Vice President for Administration</i>	xPresent
Neyda Umana	<i>Vice President for Academic Governance</i>	xPresent
Aaron Castaneda	<i>Vice President of Finance</i>	xPresent
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	xPresent
Marcos Montes	<i>Vice President of External Affairs & Advancement</i>	xPresent
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	xPresent
Intef W. Weser	<i>Executive Director</i>	xPresent
Dr. Jennifer Miller	<i>University President's Designee</i>	xExcused Absent
Guests of the Gallery	Pablo Ortega, Human Resources	xPresent

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	David Garcia
Motion to approve the adoption of Agenda for Tuesday, June 27, 2017 Friendly amendment to table the Minutes of May 9, 2017 to next meeting.			
All in Favor	All	Opposed	None
			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.

None

b. Introductions-

Alix Alcazar- Executive Administrative Assistant - Previous students, and former student government participant. Great person to come to for advice regarding school.

Jazmin Ortiz- ASI Secretary Treasurer. I'm finishing my 3rd year and now going on my 4th. Major is accounting.

Dena Florez- Office manager

David Garcia- Vice president of Administration. 2nd year in ASI.

- ✚ David Zitser – ASI President 3rd year in ASI, also in his 4th year at Cal State LA.
- ✚ Aaron Castaneda – Vice President of Finance
- ✚ Neyda Umana- Vice President of Academic Governance, previous experience in ASI through Lobby Corps. I'm a transfer student, so this is my second year at Cal State La. Excited to be involved
- ✚ Marcos Montes- Vice president of External Affairs and Advancement.
- ✚ Marcus Rodriguez- Director of Government Affairs and Leadership Programs.
- ✚ Pablo Ortega- Will sometimes take place of Suzie from Human Resources.
- ✚ Intef Weser- Executive Director of ASI

III. Reports

- a. David Zitser-No official Report
- b. Intef Weser- things not listed
 - Project list- Short and Long
 - Job Descriptions- Reviewing today

IV. New Business

- a. Personnel Committee Code and Procedure Review Policy 101- The committee will review the Personnel Committee COP.
 - i. Document Availability Online- The committee will briefly review how to access personnel policies and procedures.
 - ✚ Article II section 5, a suggestion made to add. A sentence stating who is responsible to send us evaluations to board.
 - ✚ Students read Policy 101 online.
 - ✚ Aaron Castaneda-Article IV section 2. Last year we had emergency scheduled meeting chairs to be more consistent posting on time.
 - ✚ Marcos Montes- Regarding the Membership, I feel personnel are important to attend, to talk about the experience with the personnel.
 - ✚ Intef Weser- By not being on committee doesn't mean you can't attend. Look at function of committee, doesn't mean you can't attend. It also doesn't mean you can't share.
 - ✚ Aaron Castaneda- All executives should be on all standing committees responsible to be on the committees.
 - ✚ Marcus Rodriguez- Broaden the scope of evaluation of staff. Marcos, I have gotten a lot from committee but not sure I contribute to the committee. Will think about this, next week I will come with amendments.
 - ✚ Aaron Castaenda- If you do from personnel you have to do across the board.
 - ✚ Marcos Montes-We should know what we contribute to the committee. Voters should be more experienced in the Committee
 - ✚ Neyda Umana- Is there a way to see if we really need to be present.
 - ✚ Aaron Castaneda- This has to be researched/ need to know which meeting to attend.
 - ✚ Jazmin Ortiz- I would like to see how it is then decide. Then I will give my evaluation, and I would also like to have a voice
 - ✚ Intef Weser- It's not about what you bring to the committee, its more about time management.
- b. ASI Staff essential Duties breakdown- The Executive Director will share an overview of ASI Staff Projects, Job Descriptions, and Essential Duties Breakdown.
 - i. Staff Job Description
 - ✚ Aaron Castaneda- Essential functions to Pro staff come from staff. Goals for the Executive Director, we should make a list and at the end of the year, go over it and adjust, which was done last year, I would like that done, maybe this year.
 - ✚ Marcos Montes- Would like to have time next meeting to cover staff expectations. Start brainstorming
 - ✚ David Zitser- Next Personnel bring the Staff Project lists.

V. Old Business

- a. Hiring Updates- Staff will provide updates on the hiring process for the vacant staffing positions.
 - i. Web Designer & Social Media-student assistant
 - ii. Graphic Designer and Web Attendant – student assistant
- ✚ Intef Weser- Gus potentially has some one for social media and we will keep Osiris as long as we can.
- ✚ Neyda Umana- Graphic Designer/Web Designer
- ✚ Dena Florez- We have new student staff, Christina Mia Mendez (Tina) is a junior, Christopher Cardona is a freshman, and Trudy Santos is a senior. Christina and Christopher cover the front desk and Trudy is my student assistant.

VI. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motioned to adjourn the meeting at 4:11 pm						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Associated Students, Inc.
 Personnel Committee Meeting
 Summary of Actions Taken
 Tuesday, June 27, 2017

I. Organizational Items:

a. Called to Order by David Zitser @ 3:15pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

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VIII. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz				
Motioned to adjourn the meeting at 4:11pm							
All in Favor	All	Opposed	None	Abstained	None	Motion:	Passed

CERTIFICATION

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc, California State University, Los Angeles held on June 27, 2017 in the University Student Union 303AB. Consensus by the ASI Board of Directors on: Tuesday, July 11, 2017.

Prepared by:

Dena Florez
Recording Secretary

Jazmin Ortiz
Secretary/Treasurer