



# Personnel Committee Meeting

## Minutes

Tuesday, July 11, 2017

Type of meeting: Special

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>	×Present
David Garcia	<i>Vice President for Administration</i>	×Present
Neyda Umana	<i>Vice President for Academic Governance</i>	×Unexcused Tardy
Aaron Castaneda	<i>Vice President of Finance</i>	×Present
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	×Present
Marcos Montes	<i>Vice President of External Affairs &amp; Advancement</i>	×Unexcused Tardy
Jeovany Aguilar	<i>Chief Justice</i>	×Present
Susie Varela.	<i>Director of Human Resources</i>	×Unexcused Absence
Dr. Jennifer Miller	<i>University President's Designee</i>	×Excused Absent
Intef W. Weser	<i>Executive Director</i>	×Present
Marcus Rodriguez	<i>Director of Government Affairs &amp; Leadership Programs</i>	×Present
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	×Present

#### c. Adoption of Agenda for Tuesday:

<b>Offered By:</b>	<b>David Garcia</b>	<b>Seconded by:</b>	<b>Aaron Castaneda</b>			
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.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

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

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jazmin Ortiz</b>			
Motion to approve the minutes for June 27, 2017 with said changes.						
<b>All in Favor</b>	<b>5</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

### 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

III. Reports

- a. A.S.I. President: **David Zitser**
- b. A.S.I. Executive Director: **Intef W. Weser** My Report is in the agenda.

IV. Old Business:

- a. Action Item: Personnel Committee Code and Procedure Review Policy 101-The committee will review the personnel committee COP and take action on recommended changes.

<b>Offered By:</b>	<b>Marcos Montes</b>	<b>Seconded by:</b>	<b>Aaron Castaneda</b>			
Motion to approve Policy 101 as presented						
<b>All in Favor</b>	<b>5</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

- b. Hiring updates: Staff will provide updates on the hiring process for vacant staff positions.
  - ✚ Intef Weser- Reference checks being done.
  - ✚ David Zitser- Two candidates.
  - ✚ Marcos Montes- What are the student staff positions? Has the new students been formally introduced?

V. New Business

- a. Executive Director Work Plan and Project List-The committee will review the Executive Director Annual Work Plan.
  - ✚ Intef Weser presented his work plan for 2017-2018.
  - ✚ Neyda Umana- How can we see the progression?
  - ✚ Intef Weser- This is an ongoing work Plan and does have updates.
  - ✚ Aaron Castaneda- Have you identified problems in ASI?
  - ✚ Intef Weser- My door is always open. I would like to hear of you have any concerns.
  - ✚ Neyda Umana- What goals have you made last year? What is your priority?
  - ✚ Intef Weser- I didn't get from Personnel last year. Begins more accessible, more vocal, the appointment process.
  - ✚ Jasmin Ortiz- How do you make sure politics are up to date?
  - ✚ Intef Weser- Work with Chief Justice. The Audit is helping. I make sure they are on my project list.
  - ✚ Aaron Castaneda- You mention accessible to Board Members. I will attend more meetings to make myself more available
  - ✚ Intef Weser- I am available to other ASI members. I will attend more meetings to make myself more available.
  
- b. Staff Project Lists- The committee will review the monthly project lists submitted by staff members and discuss the expectations and responsibilities of the ASI Staff.
  - ✚ David Zitser- we will review one at a time.
  - ✚ Dena Florez's Project list-
  - ✚ Jasmin Ortiz- Did we get who is the second signature for the GIA's
  - ✚ Neyda Umana- Regarding G.I.A., I would like to reinforce how important the money is to students.
  - ✚ Dr. Jennifer Miller- Process is late when we receive it late.
  - ✚ Intef Weser- As we stated this year, we delivered and someone was out.
  - ✚ Gustavo Salazar's Project list-
  - ✚ Neyda Umana- New member brochure is that the committee member brochure.
  - ✚ Marcus Rodriguez- Yes.
  - ✚ Ashley Joseph's Project list-
  - ✚ Aaron Castaneda- Elections marketing what marketing is being done as we are not in election
  - ✚ Marcus Rodriguez- The marketing is being done by someone that has left the university.
  - ✚ Aaron Castaneda- Although break 2017 has there been a report of the trip?
  - ✚ Marcus Rodriguez- We evaluate; survey the students. We get evaluated also/ we get all th data and make adjustments looking to build a curriculum to get credit.
  - ✚ Marcus Rodriguez's Project list-
  - ✚ Neyda Umana- The town Hall on here OSN Town hall is that one we are working on.
  - ✚ Marcus Rodriguez- That is from last year.

VIII. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana			
Motioned to adjourn the meeting at 4:06 pm						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.  
Personnel Committee Meeting  
Summary of Actions Taken  
Tuesday, July 11, 2017

I. Organizational Items:

- a. Called to Order by David Zitser @ 3:15pm
- b. Roll Call
- c. Adoption of Agenda for Tuesday:

Offered By:	David Garcia	Seconded by:	Aaron Castaneda			
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

d. Approval of Minutes (action): June 27, 2017

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motion to approve the minutes for June 27, 2017 with said changes.						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

IV. Old Business:

- a. Action Item: Personnel Committee Code and Procedure Review Policy 101-The committee will review the personnel committee COP and take action on recommended changes.

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**CERTIFICATION**

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Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, Los Angeles held on July 11, 2017 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, July 25, 2017.

Prepared by:

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**Dena Florez**  
Recording Secretary

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**Jasmin Ortiz**  
Secretary/Treasurer

CERTIFIED