



Personnel Committee Meeting

Minutes

Tuesday, July 25 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 @ 3:20pm

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>	×Present
Aaron Castaneda	<i>Vice President of Finance</i>	×Present
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	×Present
Marcos Montes	<i>Vice President of External Affairs & Advancement</i>	×Present
Dena Florez	<i>Office Manager of Administration & Services</i>	×Present
Jeovany Aguilar	<i>Chief Justice</i>	×Present
Susie V.	<i>Director of Human Resources</i>	×Absent
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 & Leadership Programs</i>	×Present

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	David Garcia				
Motion to approve the adoption of Agenda for Tuesday, July 25, 2017							
All in Favor	All	Opposed	None	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Neyda Umana	Seconded by:	Jazmin Ortiz				
Motion to approve the approval of the minutes for Tuesday July 11, 2017							
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.

III. Reports

a. David Zitser-No official Report

b. Intef Weser- No official Report

IV. Standing Discussion Items

a. Project Lists- The committee will be updated on the projects that the Staff are undergoing.

- + Intef Weser- considering to change the meetings to once a month. General tasks- overseeing the staff to make sure to things are getting done, attend Student Life Council, full time staff meetings bi-weekly, Strategic Plan, all staff meetings with Dena, Final signature for budgets, working/overseeing budget
- + Aaron Castaneda- Intef doesn't manage or oversee the budget that is for the committee and me.
- + Intef Weser- I just oversee, I don't decide that is for the finance committee. Students decide but I just give suggestions.
- + Neyda Umana- update committee membership- website improvements, instead of saying completed can we say ongoing. Once someone was appointed how long does it take for the website to be updated?
- + Marcos Montes- when starting to break into areas, does that mean Intef just oversees? For Lobby Core, I have never received an email from you
- + Intef Weser- I try to be involved in it, these are my goals. If stuff isn't getting done in your area it rolls up to me. It is there something you don't want to see but what you want me to focus on
- + Aaron Castaneda- you mentioned goals but separate goals and projects
- + Dena Florez- addressing the chair, what would you like to see on the Project List? What we are going to do for the month?
- + David Zitser- the Project List is the opportunity for the committee to know what is happening during the month or what you have accomplished, specific
- + Dena Florez- If I give you a list at the beginning of the month, by the end of the month you want to see what I accomplished
- + David Zitser- the list is for stuff we normally wouldn't know about your area
- + Marcos Montes- it's not what I want to see but priorities. The area that needs to most help on is Academic Governance, once fall starts Neyda and her committee has the tools to recite properly. To make sure we are empowered.
- + David Zitser- expand the Project List to not only what they accomplished in the month but what we should work on.
- + Marcos Montes- to make sure we provide the right assists to staff
- + Intef Weser- I request to have a meeting on 1st with marketing to go over social media, website, etc.

V. Old Business

a. Action Item- Personnel Committee Code and Procedure Review Policy 101- The committee will review the Personnel Committee COP.

- + Intef Weser- we have taking action on all expect length of time and Article V. We have approved all other items and have 8 minutes left. We should meet once a month so that means to drop one meeting. I need to sit down with David and look at the evaluation window and schedule bi-weekly.

Approval of Policy 101

Offered by:	Aaron Castaneda	Second by:	Marcos Montes
Motion to approve policy 101 for Tuesday July, 25 2017			
All in Favor	All	Opposed	0
		Abstained	0
Motion: Passed			

- ✚ Marcos Montes- discussion, what does the VP Admin does? In the organization? A VP admin is chief operating officer and making sure things are getting done. Would it be beneficial to strengthen the roll, the VP Admin to chair the Personnel Committee?
- ✚ David Garcia- It would be beneficial so I can work closely with staff, so we can coordinate.
- ✚ Marcus Rodriguez- reconsider the monthly meetings and stay with bi weekly meetings. Went to a HR Workshop and learned how to manage personnel and how these can be teachings committees. Only have the bi weekly meetings if and only if you want the VP Admin the chair.
- ✚ Aaron Castaneda- I agree the meetings should stay bi weekly but I get the monthly meetings because Project List are due. Bi weekly meetings because a lot of things change during the year.
- ✚ Neyda Umana- improve on our efficiency of the meetings/committees. I'm in favor for monthly meetings. I feel like I'm always stuck in committees.
- ✚ Intef Weser- monthly meetings and adding David will both be good and successful.
- ✚ Marcos Montes- I motion to make David Garcia VP Admin Chair of the Personnel Committee and the ASI President voting member. Breaking the gap between us and student staff.

Approval of making David Garcia chair of committee

Offered by:	Marcos Montes			Second by:	Neyda Umana	
Motion to make VP Admin chair of Personal Committee and ASI Pres. a voting member on July 25, 2017						
All in Favor	4	Opposed	0	Abstained	1	Motion: Passed

- ✚ Intef Weser- all in for improving relationships.
- ✚ David Garcia- now I have the opportunity to work with Gus and marketing, to make a connection with student staff.
- ✚ Aaron Castaneda- the President oversees all staff, my concern is making him a voting member.
- ✚ Neyda Umana- he should be a voting member because he works closely and direct with staff

Offered by:	Aaron Castaneda			Second by:	Marcos Montes	
Make meeting to bi-weekly						
All in Favor	1	Opposed	3	Abstained	1	Motion:

- ✚ Aaron Castaneda- Neyda I understand for the monthly meetings but it's our responsibility to oversee the organization. I agree it needs to be more affective.
- ✚ Neyda Umana- I'm still for monthly meetings. We are still working with staff outside of this meeting.
- ✚ David Garcia- I agree with you Neyda, in this committee there's a lot we can do to be more effective. Improve communications between us and staff. We can accomplish one meeting a month.
- ✚ Marcos Montes- I support the language as it is, at least once a month. Executives aren't board members they are advisors.
- ✚ Aaron Castaneda- I agree, this is the opportunity when full time staff can voice their concerns.
- ✚ Neyda Umana- Where is the time indicated, can we move meetings into 2 hours
- ✚ Intef Weser- If we have issues we should be more proactive and try to resolve them

- b. Hiring Updates- Staff will provide updates on the hiring process for the vacant staffing positions.
- ✚ Intef Weser- reviewing references for graphics
 - ✚ Dena Florez- accepting applications for Admin. Service Assistant

VI. Adjournment

Offered By:	Jeovany Aguilar			Seconded by:	David Zitser	
Motioned to adjourn the meeting at 4:10 pm						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Associated Students, Inc.
 Personnel Committee Meeting
 Summary of Actions Taken
 Tuesday, July 25, 2017

I. Organizational Items:

a. Called to Order by David Zitser @ 3:20pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	David Garcia				
Motion to approve the adoption of Agenda for Tuesday, July 25, 2017							
All in Favor	All	Opposed	None	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Neyda Umana	Seconded by:	Jazmin Ortiz				
Motion to approve the approval of Minutes for Tuesday July 25, 2017							
All in Favor	All	Opposed	None	Abstained	0	Motion:	Passed

VIII. Adjournment

Offered By:	Jeovany Aguilar	Seconded by:	David Zitser				
Motioned to adjourn the meeting at 4:10pm							
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 July 25, 2017 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, August 29, 2017.

Prepared by:

Dena Florez
Recording Secretary

Jasmin Ortiz
Secretary/Treasurer

CERTIFIED