



Personnel Committee Meeting

Minutes

Tuesday, October 10, 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 Garcia @ 3:16 pm

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>	xExcused Absence
Aaron Castaneda	<i>Vice President of Finance</i>	xPresent
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	xPresent
Dena Florez	<i>Office Manager of Administration & Services</i>	xPresent
Marcos Montes	<i>Vice President of External Affairs & Advancement</i>	xPresent
Jeovany Aguilar	<i>Chief Justice</i>	xPresent
Susie Varela	<i>Director of Human Resources</i>	xExcused Tardy
Pablo Ortega	<i>Human Resources</i>	xPresent
Dr. Jennifer Miller	<i>University President's Designee</i>	xExcused Tardy @ 3:19 pm
Intef W. Weser	<i>Executive Director</i>	xPresent
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	xPresent
Candy Noriega	<i>Rongxiang Xu College of Health and Human Services Representative</i>	xExcused Tardy @ 3:20 pm

c. Adoption of Agenda for Tuesday:

Offered By:	Jazmin Ortiz	Seconded by:	David Zitser				
Motion to approve the adoption of Agenda for Tuesday, October 10, 2017							
All in Favor	4	Opposed	0	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	David Zitser	Seconded by:	Candy Noriega				
Motion to approval of the minutes for Tuesday, August 29, 2017							
All in Favor	5	Opposed	0	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. Action Items

- a. **Policy Review & Action-** The committee will review recommended policy changes for the following policies and take action:

i. Student Staff Classification and Pay Plan- Policy 115

- ✚ Aaron Castaneda- When student hits step 4 do they automatically move to the next level?
- ✚ Dena Florez- Per the Policy 115 (5.1.2.1.3)
- ✚ Marcus Rodriguez- If the job description changes, does it go back down when a new student comes in.
- ✚ Student Assistant Classification Pay Plan
- ✚ Marcos Montes- A step 1 level 3; makes more than a level 3 step 1

Approval of Policy 115 edits

Offered By:	David Zitser	Seconded by:	Aaron Castaneda			
Motion to approval of Policy 115 edits						
All in Favor	4	Opposed	1	Abstained	0	Motion: Passed

ii. Student Government Organization Chart- Policy 102

Approval of Policy 102

Offered By:	Aaron Castaneda	Seconded by:	David Zitser			
Motion to approval of Policy 102						
All in Favor		Opposed		Abstained		Motion:

- ✚ Recommended changed of Policy 102 were presented.
- ✚ David Zitser- Should this be Personnel or Executive?
- ✚ Intef Weser- It has some of staff with Executive
- ✚ Aaron Castaneda- It is only two changes. Recommendation to accept.
- ✚ Intef Weser- Agree, add amendment to move to executive.

Amendment- Move to Executive Committee

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes			
Motion to move to Executive						
All in Favor	4	Opposed	1	Abstained	0	Motion: Passed

Motion to extend meeting 15 minutes

Offered By:	David Zitser	Seconded by:				
Motion to extend meeting 15 minutes						
All in Favor	0	Opposed	0	Abstained	0	Motion: Dies

Motion to extend meeting by 3 minutes

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes			
Motion to extend meeting by 3 minutes						
All in Favor	All	Opposed	None	Abstained	0	Motion: Passed

- IV. Old Business
- V. New Business
- VI. Discussion
- VII. Reports
- VIII. Action
- IX. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	David Zitser				
Motioned to adjourn the meeting at 4:19 pm							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

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Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, October 10, 2017

I. Organizational Items:

a. Called to Order by David Garcia @ 3:16 pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Jazmin Ortiz	Seconded by:	David Zitser				
Motion to approve the adoption of Agenda for October 10th, 2017							
All in Favor	4	Opposed	0	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	David Zitser	Seconded by:	Candy Noriega				
Motion to approve the approval of minutes August 29 th , 2017							
All in Favor	5	Opposed	0	Abstained	0	Motion:	Passed

Approval of Policy 115 edits

Offered By:	David Zitser	Seconded by:	Aaron Castaneda				
Motion to approval of Policy 115 edits							
All in Favor	4	Opposed	1	Abstained	0	Motion:	Passed

Approval of Policy 102

Offered By:	Aaron Castaneda	Seconded by:	David Zitser				
Motion to approval of Policy 102							
All in Favor		Opposed		Abstained		Motion:	

Amendment- Move to Executive Committee

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes				
Motion to move to Executive							
All in Favor	4	Opposed	1	Abstained	0	Motion:	Passed

Motion to extend meeting 15 minutes

Offered By:	David Zitser	Seconded by:					
Motion to extend meeting 15 minutes							
All in Favor	0	Opposed	0	Abstained	0	Motion:	Dies

Motion to extend meeting by 3 minutes

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes				
Motion to extend meeting by 3 minutes							
All in Favor	All	Opposed	None	Abstained	0	Motion:	Passed

IX. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	David Zitser				
Motioned to adjourn the meeting at 4:19 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., California State University, Los Angeles held on October 10th, 2017 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, October 24, 2017.

Prepared by:

**Dena Florez
Recording Secretary**

**Jazmin Ortiz
Secretary/Treasurer**

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