



Personnel Committee Meeting

Minutes

Tuesday, October 24, 2017

Type of meeting: General

Time: 3:51- 4:15 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by David Garcia @ 3:51 pm

b. Roll Call

David Zitser	<i>President</i>	×Excused Tardy @ 3:52 pm
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>	×Excused Absence
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	×Excused Absence
Dena Florez	<i>Office Manager of Administration & Services</i>	×Present
Marcos Montes	<i>Vice President of External Affairs & Advancement</i>	×Present
Jeovany Aguilar	<i>Chief Justice</i>	×Excused Tardy @ 3:54 pm
Susie Varela	<i>Director of Human Resources</i>	×Excused Absence
Pablo Ortega	<i>Human Resources</i>	N/A
Dr. Jennifer Miller	<i>University President's Designee</i>	×Excused Tardy @ 4:10 pm
Intef W. Weser	<i>Executive Director</i>	×Present
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	×Present
Candy Noriega	<i>Rongxiang Xu College of Health and Human Services Representative</i>	×Present, left @ 4:06 came back @ 4:13

c. Adoption of Agenda for Tuesday:

Offered By:	Marcos Montes	Seconded by:	Neyda Umana				
Motion to approve the adoption of Agenda for Tuesday October 24 th , 2017 with changes							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

Offered By:	Marcos Montes	Seconded by:	Candy Noriega				
Motion to move Old Business after New Business							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Candy Noriega	Seconded by:	Neyda Umana				
Motion to approval of the minutes for Tuesday, October 10 th , 2017							
All in Favor	All	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. New Business

- a. Discussion Item: The committee will discuss how the organization can implement Human Resource training to assist ASI Executive Officers with management of ASI Staff and how to implement what is learned with ASI members.
 - ✚ David Zitser- It would be beneficially if training were immediate perhaps at retreat. Each area focus on their respective discipline.
 - ✚ David Garcia- Summer retreat?
 - ✚ David Zitser- Winter retreat, I'm talking about this year. However, for next year, summer retreat.
 - ✚ Neyda Umana- I was interested because I know we allocate \$5k to HR, and I want to know what services are these used for. I just want to know that they are getting put in good use. We need to imbed in ASI managerial process/training. Especially executives because we do oversee a lot of people. For appointment, we need to learn not to be bias because sometimes at BOD we tend to swing one way or another depends on the candidate. All ASI members should get training on not being bias and being factional when making decisions.
 - ✚ Marcos Montes- Is there a reason we have not had a HR training for management?
 - ✚ Intef Weser- For the most part I manage the staff. We do have \$5k for HR training but most of it is simple services but if someone is hired they do get trained. Executive training happens during the summer. If there are issues with staff you bring those concerns to me or Dr. Miller. You don't really manage staff, you manage student government. I understand skill development.
 - ✚ Marcos Montes- So we don't see student as bosses.
 - ✚ Intef Weser- You guys are bosses but I report to the Board, staff reports to me if there is a performance issue. I manage it with HR to determine if they stay or leave or if their performance has changed.
 - ✚ Marcos Montes- With inter resource training well at least at my part we should be trained because with performance issues how do we know, how do we document issues that come up, we need to get trained about these things. Many times we have things to say but we do not say them because we do not know how do. This involves why we should be trained in HR because we do not want to say things that are wrong, send them the wrong way, or even say something that can get us in legal trouble.
 - ✚ Intef Weser- In the summer we did talk about Policy 20; guidance of performance notice but we need to do the job of clarifying. If there is a challenge or issue you are having with staff, you can share it with me. I encourage talking to the person about their performance and telling them how they can change their performance but if not you can talk to David or me.
 - ✚ Dena Florez- I'm trying to understand, student leaders especially executives are able to communicate their issues; at some point someone is comfortable talking to someone. If someone as a concern, example with me then an executive should be able to go to Intef and say "Hey this is concern..." and in the process, he can tell you okay this is what you need to do. If they are not comfortable with Intef, they can go Marcus or anyone the point is, I feel you need to get out there and say I have this concern. Talk it out because if it just sits there it is not healthy and not growing the organization. By just saying it you get the ball rolling. Don't hesitant about speaking up; do not hold it in.
 - ✚ David Garcia- The committee is asking, for management training, we can utilize the training. What would you like to see from this training?
 - ✚ Neyda Umana- We did go over some things during summer but I don't think that is enough for our areas to effectively function. From my perceptive, as a new person in this organization. Everything was super new to me; the committee system and even Roberts Rules it was all very overwhelming because I was freaking out

what my position was because it wasn't clear from elections. Stepping in and I already had to manage 5 senators and I still needed to figure out my position. When it comes to training we need to know how efficiently manage a team, how to manage people, and more detail how to handle people. It also benefits the organization as a whole because it's going to help us functionally run but it also helps the student to walk with more skill set. It's easier to set the standards for each positions. Also it develops the culture with students using their phones; I believe if we got more management training and setting our goals and standards for other ASI members then that wouldn't have happened. It comes down to people management. Especially for me position, I need to manage 5 committee people. It has me questioning because if the \$5k is only for staff and for hiring then what else can we do so the staff can better support our students. We should be trained to know what we are doing when we are signing people job descriptions because it seems random to me that you will just give power to someone to write your job description but we aren't in charge. It just doesn't make sense to me. We need in depth training so our executives can feel strong.

✚ Marcus Rodriguez- I hear what you are saying. If we are having a Personnel Committee tell me what we are meeting about because if not we are just stuck in meetings going over policies but where is the opportunity for skill building. I need to talk to Intef about being specific about this space as often conversations. I believe training is a year around thing. We (Neyda and I) have and a couple other executives talked about management checklist. I suggest Personnel meet every two weeks.

✚ Neyda Umana- The only thing I disagree with is I know training is a yearlong process but I think there is more that we can be doing. I think we should do more in the summer. Summer felt really quick and really fast and then fall semester came. We can do better for our students; as an organization we should be growing and developing and the more things we give our members will help us grow and the better it will be.

✚ Jennifer Miller- There is opportunity; good supervision starts from the beginning. Something clear and expectations and coaching folks. It takes a lot of hard work, we have plenty of resources to help you. Think about how you want this training to look.

✚ Marcos Montes- I disagree that students don't manage staff. Our organization is designed with certain areas and staff supports certain areas. What I mean by support is they manage. I don't agree with the separation of both. It is important to know what Personnel is. We need to know how to document because talking isn't enough. We do a great job of setting goals in the summer. I want to apply to those I oversee including staff.

✚ Intef Weser- The management of Personnel discipline, which is when the executive director is a part of it. You guys do evaluations and I look over the feedback. If there is a challenge I should hear about it.

✚ David Garcia- I would like the committee to send me some notes of this discussion item so I can prepare some presentation for the next meeting.

b. Discussion Item: The committee will discuss having a mid-year evaluation of all staff.

✚ David Garcia- Some members brought to my attention about the evaluations being at end of the year; it doesn't provide the time for the Board to analyze. In every organization, they need time to improve.

✚ Marcos Montes- I am calling for a midyear evaluation. An April evaluation is too late; it is more effective to have one midyear and then do the same one in April. With the midyear evaluation, the results from it we know what is next. We would have a better Spring Semester because we evaluated the Fall Semester. Since the April evaluation is the same as midyear we get to measure of the improvement or not. It provides a better picture for the whole year. Other organization, do midyear evaluations also and I see that it works out. Question, does this mean we have to change the policy?

✚ Intef Weser- How does it make an impact overall. I would need to talk to David.

✚ Marcos Montes- I see it working out by doing it before Winter Break (the week after Thanksgiving) and then reviewing it at the first Personnel of Spring Semester. Once we come back, the first thing we do as a Personnel Committee is to look at the evaluations and set benchmarks based on the evaluations. I feel this is something we need to do and HR told us to do set goals. Last year, we didn't know what we were measuring. Next meeting, I think we should change the policy and bring it as an action item to make those changes.

- c. Discussion Item: The committee will discuss establishing professional competencies and benchmarks for staff.
 - ✚ David Garcia- Marcos I know you mentioned that previous evaluations and HR told us to set goals.
 - ✚ Marcos Montes- Some committee members didn't know what we were measuring. HR told us for next year to set goals at the beginning of the year. Which we didn't. It isn't too late to set them. I have a question for staff and Jen, what is the process of setting goals. We just don't know how to set goals.
 - ✚ Jennifer Miller- PE's set and should be put under standard.
 - ✚ Neyda Umana- That is exactly what we are asking for. We don't even know last year's evaluations, are we making changes? Or following through? How can we follow through if we don't have proper information?
 - ✚ David Zitser- Before we talk about goals for staff we need to see what the personnel goals are. My position is to oversee Intef and Intef oversees the staff.

- IV. Old Business
- V. Reports
- VI. Action
- VII. Adjournment

Offered By:	Candy Noriega	Seconded by:	Neyda Umana			
Motioned to adjourn the meeting at 4:31 pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Marcos Montes- Will these items comeback as action items?
- ✚ Intef Weser- Yes, they will be rolled over.

Associated Students, Inc.
 Personnel Committee Meeting
 Summary of Actions Taken
 Tuesday, October 24, 2017

I. Organizational Items:

a. Called to Order by David Garcia @ 3:51 pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Marcos Montes	Seconded by:	Neyda Umana			
Motion to approve the adoption of Agenda for Tuesday, October 24th, 2017 with changes.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Marcos Montes	Seconded by:	Candy Noriega			
Motion to move Old Business after New Business						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Candy Noriega	Seconded by:	Neyda Umana			
Motion to approve the approval of minutes for Tuesday, October 10 th , 2017						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

VII. Adjournment

Offered By:	Candy Noriega	Seconded by:	Neyda Umana			
Motioned to adjourn the meeting at 4:31 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 24, 2017 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, November 7, 2017.

Prepared by:

**Dena Florez
Recording Secretary**

**Jazmin Ortiz
Secretary/Treasurer**

CERTIFIED