



Personnel Committee Meeting

Minutes

Tuesday, November 7, 2017

Type of meeting: Special

Time: 3:15-4:30 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by David Garcia

b. Roll Call

David Zitser	<i>President</i>	×Excused Tardy
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>	×Excused Tardy @3:27 pm
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>	×Present
Susie Varela	<i>Director of Human Resources</i>	×Excused Tardy @3:28 pm
Pablo Ortega	<i>Human Resources</i>	
Dr. Jennifer Miller	<i>University President's Designee</i>	×Excused Absence
Intef W. Weser	<i>Executive Director</i>	×Present
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	×Excused Absence
Candy Noriega	<i>Rongxiang Xu College of Health and Human Services Representative</i>	×Excused Tardy @4:03 pm

c. Adoption of Agenda for Tuesday:

- ✚ Neyda Umana- I would like to amend the agenda, I would like to add an additional discussion item under Old Business and make it a discussion item- The committee will discuss establishing Professional Competence and benchmarks for Staff and review job descriptions.

Offered By:	Neyda Umana	Seconded by:	Marcos Montes
Motion to amend the agenda, add an additional discussion item under Old Business			
All in Favor	All	Opposed	0
Abstained	0	Motion: Passed	

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana
Motion to approve the adoption of Agenda for Tuesday November 7, 2017 with the added motion			
All in Favor	All	Opposed	0
Abstained	0	Motion: Passed	

d. Approval of Minutes (action):

- ✚ Marcos Montes- I have a question, this are the minutes for the 24th, have the minutes for the 10th been approved?
- ✚ Dena Florez- I believe so, I only see October 24th.
- ✚ Marcos Montes- I'm not sure if we approved them at last meeting because the 24th was a special meeting, I'm not sure if we got to approve the minutes.
- ✚ David Garcia- I believe we did have them. It does show that we approved them.
- ✚ Dena Florez- Let me look, I can put a notation to check for the approval for the October 10th minutes.
- ✚ David Garcia- I believe we did.
- ✚ Intef Weser- They were adjusted, I think we did.
- ✚ David Garcia- It was a special meeting but I believe the minutes were already up that time.

Offered By: Neyda Umana		Seconded by: Aaron Castaneda					
Motion to approval of the minutes for Tuesday, October 24 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.
 - ✚ Kenya Pineda- Just happy this is my first Personnel Committee meeting.

III. Action Items

- a. **Policy Review & Action-** The committee will review recommended policy changes for the following policies and take action:
 - i. Training and Development Programs- Policy 110
 - ii. Policy 106 Personnel- Performance Appraisal Policy 106
- ✚ **Policy 110**
- ✚ David Garcia- Under letter E producers I had a conversation with Intef to add right there at letter A the ASI Administration Office under the direction of the Executive Director and consultation with the VP of Administration is responsible of these things. That was one of the things we suggested to add. We discussed it at the last Personnel Meeting.
- ✚ Aaron Castaneda- When it says Administration of Office, can we just clarify that role. I'm amusing that would be Dena because she oversees the administration side of the office.
- ✚ David Garcia- The way I understand that is everything that is administration in the office and ASI that intel all the pro staff is under Dena, under Marcus that will be under the Executive Director but does it intel to anything else Intef.
- ✚ Intef Weser- No, Dena is in charge of administration and I'm in charge of the entire office.
- ✚ Neyda Umana- Now that we are added the VP A to this specific policy, I want to make sure that we go back and reflect on anything else written by the VP A to make sure this is the direction that the position is going at and redefine it in the Bylaws, and anywhere else VP A shows up. I went back to review those documents and it made it seem like VP A is in charge of commissioners, programming, and it makes sense and there is some language about how you do have to talk to staff and making sure everything your commissioners are doing is being supported by staff. I am okay with that but make sure we start redefining your position.
- ✚ David Garcia- I agree, I think right now as it's written in the policy, as VP A is very broad. Obviously, commissioners are there, we have many commissioners that handle internal duties within ASI (Elections, Public Relations, Spirit, and Environmental), and VP A became the chair for Personnel Committee this academic year, which is one of the reasons why it's added directly to this policy. We have to reflect all the duties I have to do for chair of Personnel Committee. Another thing added was under letter E producers'

section 4- encouraging employees to attend professional meetings, conferences, and training seminars design to increase awareness in their area of concentration or assignment. Another added section is, Funding from the area budget or general operating budget is subject to the availability funds. We keep going to section 6- ASI Administrative Office will be provided for student staff and not less than 1 per semester.

- ✚ Intef Weser- It should be once a semester.
- ✚ David Garcia- Types of training will be funded from the area budget or the general operating budget and is subject to the availability funds.
- ✚ Neyda Umana- The way it is listed is an automatic thing, it makes the process of training student staff hazy for me because I know they are getting an orientation and job description in the beginning as everyone would be but how does it continue, what if the person doesn't understand, does the training continue? Why does it have to be listed here?
- ✚ Dena Florez- When a new hire comes in, they receive orientation as far as HR level with Student Union and they come over to our area (go over sick time, hours, clock in/out). Now they will be trained in customer service, cross training, and areas just in case they have to step in for someone. On December 15, we are having a cross training. It is continuous training for the students; we just finished customer service last month. In December is cross training to make sure they are aware. But part of those training processes is open up with pro staff. Pro staff letting them know what is going on in ASI, so the front desk knows what is going on and the student assistants are all aware.
- ✚ Neyda Umana- You do some training conjunction with the union. Are these customer service training outsourced? Or are these training provided by staff?
- ✚ Dena Florez- This particular one we did last month, we did purchase it from a very good web seminar and they watched it. David did go. They are trained on customer service, provide excellent customer service, and followed up the week after with let's talk about it. We reviewed some skills they should have for customer service.

Approval of Policy 110

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Motion to Approve Policy 110						
All in Favor	4	Opposed	0	Abstained	1	Motion: Passed

- ✚ **Policy 106**
- ✚ Intef Weser- We should read the entire policy because it's a part of understanding the performance.
- ✚ David Garcia- Read policy 106
- ✚ Aaron Castaneda- Susie can answer, question regarding the general salary increase the GSI. We follow the university standards on all of this. How does it work because in my understanding it's a cost of living increase than a merit increase?
- ✚ Susie Varela- The GSI is the general salary increase and that is what staff usually gets it's not considered a cost of living increase. If there is money in the budget and it's a negotiation item their collective party; most of the staff are represented but for managers we aren't represented. Managers are considered as a merit increase. Staff get a GSI, it's not based on merit and is based on funding, and everyone gets it. Every representative gets a different amount, facility gets a certain amount, certain staff gets a certain amount, depends on your representative.
- ✚ Aaron Castaneda- Not other staff people, just MPP's.
- ✚ Susie Varela- Just MPP's.
- ✚ Jazmin Ortiz- Can you clarify, in the 3rd Personnel Committee Meeting that doesn't mean we do this every month, we didn't have a meeting every month. We are going to start reviewing a timeline.
- ✚ Intef Weser- We need to start looking at the base of time and that's what that is; it's putting a marker on the 3rd Personnel Meeting because year after year we will look at when we do a mid-year.

- ✚ Marcos Montes- What is the difference between GIS and Merit? I think it's more appropriate to leave merit for us to be merit. Also, will we still have a mid-review this year ourselves?
- ✚ Intef Weser- Yes
- ✚ Marcos Montes- Is this for future administration correct.
- ✚ Intef Weser- This is for this year's policy and will apply.
- ✚ Dena Florez- I am assuming mid-year means half year through the academic year and not our anniversary date right.
- ✚ David Garcia- We said before that; anniversary date?
- ✚ Dena Florez- Yes, which means your hire date.
- ✚ Intef Weser- People got hired different days and it's an annually review. It's based on the fiscal year. They are asking for a mid-year review this year and every year. So there is an opportunity for process and give the staff feedback about their performance. We will use the forms we use for the end of the year evaluations and duplicate it.
- ✚ Susie Varela- So you are going to have 2 evaluations for all staff every year.
- ✚ Intef Weser- That is what they are suggestion. They are suggestion a mid-year. We need to know the value of a mid-year evaluation.
- ✚ Susie Varela- You need to determine what is a mid-year evaluation. For us we get one at the end of the year and a permeant employee get it at the end of the fiscal year. If you are a probationary employee you get it every 3-6 months and then go to the annually evaluation. Are both going to be true or is one going to be a briefing, 6 month assessment where you are at that point of time.
- ✚ Aaron Castaneda- To address that, I think you are asking for increasing right at mid-year? That's not what we are talking about at all.
- ✚ Susie Varela- You want 2 evaluations for all permeant staff?
- ✚ Aaron Castaneda- Correct
- ✚ Dena Florez- Question, the timeline will be reviewed by the 3rd Personnel Committee meeting of the fall semester. Now keeping in mind, we've changed and went to monthly Personnel meeting so there for the timeline will be establish by November. Right here is says it will be reviewed by the 3rd Personnel Committee meeting of the fall semester and the 3rd Personnel Committee meeting would be in November if we stick to the changed that was made with Personnel.
- ✚ Intef Weser- We need July.
- ✚ Dena Florez- It says fall semester.
- ✚ David Garcia- Maybe we change it moving forward and leave the 3rd Personnel Committee meeting.
- ✚ Neyda Umana- A couple of things, first all we recommend doing it sooner because it gives students more time. They will be spending time with the staff. Thank you Susie for being here today and I understand that you said they get one evaluation a year, what we are trying to address is that our administration changes year to year and to give an evaluation in March. What we are trying to clear up is to give students the chance to understand what that evaluation means/ looks like. In addition, to give staff recommendations, how we feel, what changes could be made, and how we can work together, we can see better productive in the following semester. My question to you is what do you recommend, do you recommend this evaluation to be for that purpose? You mention the 6 year to see where they are at, that is what our goal here is.
- ✚ Susie Varela- My recommendation is I wouldn't do it twice a year, maybe have a progress check (progress report). That's a term you might want to use. You have to determine at what point a true evaluation is. Is it the December evaluation, is it the end of the fascial year evaluation. I get your point that you change administration and by the time March and April come around you are leaving and the next one is coming in. At what point can you give feedback, maybe at 6 months it's time to sit down and give the feedback. Just give a type of process check, not a true evaluation.
- ✚ Neyda Umana- That feedback component can be used for that final evaluation; you can say we went through this at this time.

- ✚ Susie Varela- Use it as a tool. Here is the goals we are setting. At the very first meeting, you should be establishing goals for the ASI staff and every week or so check, see if they are accomplishing them, and have an official one at the end of the year.
- ✚ David Garcia- What would we call it? I understand the difference, like an appraisal not a full evaluation. What's the difference between all of them?
- ✚ Susie Varela- They are basically the same thing but a progress check is where you have established goals and this is the time where you agree to meet and look at their accomplished goals, progress, expectations, or change some goals, maybe something happened along the way. It's time for both the employer and the supervisor to make sure there is progress. Like an assessment, a progress check-in. When we have employees not probationary and when they get evaluated twice a year or more it's typically a performance check in. You have a manger that is evaluated at the end of June, there is some true deftness, we put them on performance improvement plan, it's usually 90 days, and at that point they get reviewed again on the performance improvement plan. At the 90 days, they get reviewed to see if they met their tasks/performance.
- ✚ David Garcia- I totally understand, with this administration would like to do it because on how the organization runs and how it's a whole new administration every year, and we are doing it for not only pro staff but for executives; some type of checking program, some type of evaluation. Even for executives because we think it's the best for the organization.
- ✚ Susie Varela- Evaluations are essential but you want to make sure they are timely so once one administration leaves you have that evaluation and someone can pick up. Maybe have the end of the year evaluation in April and have the mid-year in October.
- ✚ David Garcia- Sounds good.
- ✚ Marcos Montes- I think we have it right we might just be using the wrong terminology. The way I see it is 5.2.2 is asking for a mid-year review will be conducted for all professional staff, we still haven't agreed on a timeline that should be an amendment for this policy. But 5.2.3 talks about official evaluation per year for professional staff. I think the intension for a mid-year is for a check-in and that's why we are leaving official appraise on a yearly bases is that okay. We were just using the wrong terminology.
- ✚ Susie Varela- I think its fine. I think you shouldn't give 2 evaluations; you want a mid-year assessment and a final evaluation one time a year at the end of March. Start in May and end in April. The committee is still here in April so when you submit your evaluations you will be able to complete the full year but it's a different year from the cycle.
- ✚ Aaron Castaneda- We want to do this because we want something concrete on the policy. I was here at last administration, we asked for goals, and it ended up being job responsibilities. That's why we want goals to be set up like that. My other question is salary increases to my knowledge if an employee receives a satisfactory or higher they are required to get an increase. Is that the right terminology? But is it going to change between general salary increasing and merit increase.
- ✚ Susie Varela- A merit increase is based on performance so if you are going to give an increase based on performance but if you are going to give an increase based on budget and that will not be considered a merit increase. If it's not time to merit than it will be a general salary increase. But for MPP's we don't get any type of general salary increase it's all based on merit increase-performance.
- ✚ Marcos Montes- I move to amend policy 106- instead for general salary increase, merit salary adjustment throughout the policy.
- ✚ Aaron Castaneda- Merit for all staff because for MPP's which is what Intef is and not the other staff correct?
- ✚ Susie Varela- Our staff is represent by union.
- ✚ Dena Florez- If we change GSI to merit, when we have that mid-year assessment that has nothing to do with merit right?

Amend Policy 106

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Motion to amend Policy 106- instead for general salary increase, merit salary adjustment throughout the policy.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Neyda Umana- I would like to amend under section 5 procedures (5.2.2) - I want to change where it says the week prior of the fall semester finals. Should we edit that, now knowing that the term starts May. The amendment is to edit where mid-year review happens by the month of October.
- ✚ Aaron Castaneda- Can we say mid-year from the full end of the year evaluation or do we want the set date of October?
- ✚ Jazmin Ortiz- If we make it specific, like right now we haven't done one so would that stop us from one.
- ✚ Susie Varela- Define what your year is.
- ✚ Neyda Umana- In section 5.2.3- official evaluation per year for professional staff that isn't specific as to when so if we tackle it that way then we can add on to that line. Unless someone else sees another area of the policy where it mentions.
- ✚ Marcos Montes- It doesn't line up with the academic year or the fiscal year. How about just saying 5 months from the point where the Personnel Committee took office. We take office in May so 5 months from there.
- ✚ Susie Varela- You are basing this off 10 months not a year.
- ✚ Marcos Montes- Yes.

Amend Section 5 under procedures- 5.2.2

Offered By:	Neyda Umana	Seconded by:	Jazmin Ortiz			
Motion to amend 5.2.2- edit where mid-year review happens by the month of October.						
All in Favor	4	Opposed	0	Abstained	1	Motion: Passed

- ✚ Neyda Umana- I would like to make another amendment, same line 5.2.2- Performance evaluation timeline should be reviewed at the 2nd Personnel Committee meeting of their term. That way students have more of a chance to be prepared for mid-year review.
- ✚ Aaron Castaneda- Neyda are you clarifying to be the 2nd meeting of fall semester or 2nd meeting of the year when we take office.
- ✚ Neyda Umana- In the prior amendment we removed the fall semester terminology and now its October so this is specifically 2nd Personnel Committee meeting of the year. Once we are appointed.
- ✚ Marcos Montes- That would be July

Amend Section 5 under procedures- 5.2.2

Offered By:	Neyda Umana	Seconded by:	Marcos Montes			
Motion to amend 5.2.2- performance evaluation timeline should be reviewed at the 2 nd Personnel Committee meeting of their term						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Aaron Castaneda- Now are making it possible to have the timeline at the next meeting since we are beyond the 2nd meeting for the year.
- ✚ David Garcia- Yes. It still has to go back to the BOD right.
- ✚ Intef Weser- The policy yes, the next meeting will provide the timeline.

Approval Policy 106

Offered By:		Seconded by:				
Motion to Approve Policy 106 with added amendments and changes						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

IV. New Business

a. Policy Review- The committee review the following policies

i. Policy 114 Personnel- Grievance Process Policy APPROVED 160421

ii. Policy 117 Personnel- Discipline Policy 117

- # Intef Weser- Underneath you can see the different evaluations that have been done before and the appraisal for the full time staff. This are forms we are going to use. There is space for students to fill out information and how it works is, mine will be sent to all of you all by David, Board of Directors and you will submit them and they go to Susie's office. Susie will sit down with David (President). Full time professional staff's evaluation will get sent to me directly. I will put them together and summarize the information/feedback. Take a look at the forms and let me know if you have any questions.
- # Aaron Castaneda- When are we taking action on this timeline? Do we need to take action on the timeline?
- # Intef Weser- Present it to you all and if you have any recommendations, we'll do it at the next meeting.
- # Aaron Castaneda- Can we make edits to it?
- # Intef Weser- Yes if it fits with the timeline
- # Aaron Castaneda- Is there a reason why this policy is on the agenda?
- # David Garcia- Yes
- # Aaron Castaneda- Is there anything specific we are considering changing?
- # David Garcia- Since we are reviewing a lot of these policy; it's important to review. Policy 114 grievance process for all employees full time and part time. We thought it was essential for the committee to review. Perhaps make some edits if needed and bring it back to the committee.
- # Intef Weser- Contexts to that, appraisals and there is a process on how you are assessed and appraised.
- # David Garcia- We just took action on training and development policy and performance appraisal policy. It makes sense to just review policy 114 and policy 117.
- # **Policy 114**
- # Aaron Castaneda- First question, agreement process it only says full time and part time employees does it not also apply to student staff as well.
- # David Garcia- Yes, student staff is part time staff.
- # Intef Weser- We omitted a lot just last year. There will be some cosmetic changes, ASI, and stuff like that.
- # Aaron Castaneda- How come if there is an agreement filed let's just say, an employee files on another employee and not the executive director then HR professional does not get involved. But if it's against you it does.
- # Intef Weser- I think it provides guidance, any agreement that happens internally I work with Jen Miller and with HR. HR is involved in any type of agreement. I'm in charge of the staff but when it comes to me there has to be another level to assistance.
- # **Policy 117**
- # Aaron Castaneda- This only applies to student staff or just staff. This does not apply to ASI leaders. That's a different policy correct.
- # Intef Weser- Yes it's a different policy. This one is for employees.
- # Aaron Castaneda- Question, how does the ASI president go around doing discipline or take action on an employee because the ASI president oversees the executive director? How does it work out? What does the ASI president need to do to take appropriate action? I know how it works for you with staff but how does the ASI president handle discipline.
- # Intef Weser- Like any professional staff, when someone has an issue you work it out, talk about it, and documented it to get people to improve. If it needs to go further then it gets put into writing and if it's me in particular then it does to Dean of Students and Vice President of Student Life and then have a conversation around my performance and issues. We will talk to HR about it.
- # Susie Varela- Typically HR gets involved, provide consolation, and see what the next steps have to be.

- ✦ Aaron Castaneda- I just want to make sure we are following the correct producers and make sure any future ASI president does not violate any laws. I just want to make sure the ASI president is fully aware what they can and cannot do.
- ✦ Susie Varela- Consolation, even when Intef has an action with staff he always consults with me or Jen Miller just depends who is in charge at that time to get consolation and what should be the next steps.
- ✦ David Garcia- To make sure the committee is clear, Intef can you specify the process in 3.0 (policy) where it says each area manager must be responsible for following work room evaluations and recommending disciplinary action to the executive director and with consolation with the Personnel Committee and ASI president. What is the process?
- ✦ Intef Weser- If there is ever a complaint about an employee that would be shared with their manager and they will bring that information to the supervisor, and then the supervisor will bring it to me; then we will talk about it. Sometimes, if there is minimal performance issues, challenges submitting stuff, those types of challenges will probably be held on the staff level. If someone continues to be a problem than those will be brought up.
- ✦ David Garcia- Is it before you take recommended disciplinary action or after?
- ✦ Intef Weser- It might be before or after. Personal issues are confidential, want to be careful on how we handle it, and don't email blast it. We try to be very sensitive about that because people can change and give them the opportunity.
- ✦ Susie Varela- Note at 5.3, I recommend to change.
- ✦ Aaron Castaneda- Is there supposed to be a correlation between agreement policy and this policy. I didn't see that, is there supposed to be. It starts at agreements before it gets this far.
- ✦ Intef Weser- This one is me holding someone accountable, supervisor holding an employee accountable. If they feel like it is not being done appropriately and they might take it.
- ✦ Aaron Castaneda- It starts with agreements
- ✦ Intef Weser- What's important to me; it's a process of holding someone accountable for their duties, job description, and expectations on what they have to do. If a person is not then communicate to them, and as the supervisor if you all see things you are concerned about regards to anybody or me you have to communicate that. 9/10 it's better to approach someone and talk to the individual. If they still a problem, you can sit down with David Zitser or David Garcia. If it's regards to me, Jen's office is always open. We don't want you to confront a student; we encourage you to talk to their supervisor.
- ✦ Dena Florez- I completely agree, if someone has a concern regards to a student staff can you please let me know. At the end of the day if I'm supposed to oversee student staff and I'm not aware about your concern then that could reflect negatively on me that I'm not following through and making sure they are trained or knowledge on what they are supposed to do.

V. Standing Discussion Items

- a. Project Lists- The committee will be updated on the projects that the Staff is undergoing.
 - ✦ Intef Weser- The project lists are there for you all to see what we are doing. If there is any concern, all you have to do is pull the person to the side and talk to them. It's a visual aid for you to see what a staff person is doing and working on. If you feel it has to be adjusted, amended, or not clear enough just let us know. There's always question and answer time, just stopped by our offices.
 - ✦ Candy Noriega- When are you available in your office, regards to your project lists.
 - ✦ Intef Weser- Just schedule with me, I'm usually there.
 - ✦ Aaron Castaneda- There's some things on the project list I don't agree about.
 - ✦ David Garcia- Which ones?
 - ✦ Aaron Castaneda- I'll talk to him later.

- ✚ Jazmin Ortiz- Are these future goals or goals you are working on right now? What is the timeline for your project list? Is it current, is it what you are expecting for a month because I agree with Aaron that there is stuff listed under my name and I don't see us working on it.
- ✚ Dena Florez- To answer your question, I have asked in the beginning what is the purpose. Are you looking for what is going on this month, meeting time deadlines? For example, CSSA travel I have to have it done by this date and then there is a 2 weeks deadline. Is that the specific? What I'm working on at this particular time? What is my targeted deadline? What is the goal?
- ✚ Jazmin Ortiz- Like how we have a report, they should have a report. Maybe not too specific because they can get busy and I don't want specific dates.
- ✚ David Garcia- Has a committee we have to discuss on what we want to see on this project list and that way it doesn't conflicted. No committee member is confused on what is going on, everyone in the committee and pro staff is on the same page.
- ✚ Neyda Umana- Expand on this conversation, I think this came about because we were receiving clarification on what to expect from staff. The project list is more of an effort to see and catch up what everyone is on. My recommendation is to continue with the project list and it should be not typically, what equals with their job and any additional projects the committee might have.

- VI. Old Business
- VII. Reports
- VIII. Action
- IX. Discussion
- X. Adjournment

Offered By:	Aaron Castaneda	Seconded by:				
Motion to adjourn the meeting at 4:32 pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, November 7, 2017

I. Organizational Items:

a. Called to Order by David Garcia

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Neyda Umana			Seconded by:	Marcos Montes		
Motion to amend the agenda, add an additional discussion item under Old Business							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

Offered By:	Aaron Castaneda			Seconded by:	Neyda Umana		
Motion to approve the adoption of Agenda for Tuesday November 7, 2017 with the added motion							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Neyda Umana			Seconded by:	Aaron Castaneda		
Motion to approval of the minutes for Tuesday, October 24 th , 2017							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

Offered By:	Marcos Montes			Seconded by:	Aaron Castaneda		
Motion to Approve Policy 110							
All in Favor	4	Opposed	0	Abstained	1	Motion:	Passed

Offered By:	Marcos Montes			Seconded by:	Aaron Castaneda		
Motion to amend Policy 106- instead for general salary increase, merit salary adjustment throughout the policy.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

Offered By:	Neyda Umana			Seconded by:	Jazmin Ortiz		
Motion to amend 5.2.2- edit where mid-year review happens by the month of October.							
All in Favor	4	Opposed	0	Abstained	1	Motion:	Passed

Offered By:	Neyda Umana			Seconded by:	Marcos Montes		
Motion to amend 5.2.2- performance evaluation timeline should be reviewed at the 2 nd Personnel Committee meeting of their term							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

Offered By:				Seconded by:			
Motion to Approve Policy 106 with added amendments and changes							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

Offered By:	Aaron Castaneda			Seconded by:			
Motion to adjourn the meeting at 4:32 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 November 7, 2017 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, February 6, 2018.

Prepared by:

**Dena Florez
Recording Secretary**

**Jazmin Ortiz
Secretary/Treasurer**