



Personnel Committee Meeting

Minutes

Tuesday, April 17, 2018

Type of meeting: General

Time: 3:15- 4:15 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by Marcial Romero @ 3:18 pm

b. Roll Call

David Zitser	<i>President</i>	xPresent
Marcial Romero	<i>Vice President for Administration</i>	xPresent
Neyda Umana	<i>Vice President for Academic Governance</i>	xExcused Tardy @ 3:19 pm
Aaron Castaneda	<i>Vice President of Finance</i>	xPresent
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	xExcused Absence
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 Absence
Pablo Ortega	<i>Human Resources</i>	n/a
Dr. Jennifer Miller	<i>University President's Designee</i>	xExcused Absence
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 Absence

c. Adoption of Agenda for Tuesday:

Offered By:	Neyda Umana	Seconded by:	Marcos Montes				
Motion to approve the adoption of Agenda for Tuesday, April 17, 2018							
All in Favor	4	Opposed	None	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Neyda Umana	Seconded by:	Marcos Montes				
Motion to approval of the minutes for Tuesday, April 3, 2018							
All in Favor	3	Opposed	None	Abstained	1	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.

✚ Alix Alcazar- I am here for item B just in case any of the committee members have questions.

III. Discussion Items:

a. **Time on Essential Tasks-** The Personnel Committee will review the "Time on Essential Tasks List"

i. **Staff Workflow-** The Personnel Committee will develop possible recommendations to have more efficient Staff Workflow.

Administrative Assistant to the Executive Director

This reflects now not the future.

Further discussion about specifics can be discussed in item B.

Office Manager

David Zitser- Under student government, recording secretary for Personnel, Executive, and SPC. There is better use of time of not having full time staff serving as recording secretary.

Director of Government Affairs and Leadership Programs

Government Relations is too low for this position at 10%. Planning is too high at 40%, even though he supervises with Ashley. Both needs to be balance and more equal.

Time on Essential Task is a tool to use to edit job descriptions if we need too.

Neyda Umana- This needs to be a two-way conversation; we should ask Marcus or pro-staff does this reflect with them. It's important to know, we cannot assume.

Marcos Montes- There is two ways we can do this: 1) create a formal document 2) have a special meeting. We need to look at the job description in the beginning because we didn't do this.

Senior Coordinator of Student Engagement and Outreach

Marcos Montes- Recommendation, better identify how this position can work better with the VPA, also looks at the different areas so they can align to have more involvement. Screaming Eagles need to be added on here, it also needs to be stronger because this is our outreach to students. Working with PR and Outreach Commissioner can improve. Also, nowhere in the job descriptions does it say where pro-staff support students.

Graphics and Marketing Coordinator

Good feedback, learning development for student staff. We see Gus over student's shoulder going over the project and teaching them. It's learning development in personnel management.

b. **Transition Discussion regarding the Administrative Assistant to the Executive Director-** the committee will discuss moving the position from part-time to fulltime.

- Supporting VPA, more administrative
- Supporting Cabinet of Commissioners
- Supporting EPC
- Supporting Orientation of ASI Members
- Leadership Development for ASI Members

Job description doesn't need to be changed.

Neyda Umana- Safeguard and provide support to VPAG.

Offered By:	Neyda Umana	Seconded by:	Marcos Montes			
Motioned to extend meeting for 15 minutes						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Intef Weser- Executive Assistant to support VPA to allow Marcus to free up time. Administrative support will always better there.

There is really no overlapping with other pro-staff, but sometimes Dena. Administrative and Minutes are done by AAED.

A couple of committee members want to know how does supporting the VPA, free time for Marcus? Make it clearer.

Intef Weser- The position will help administratively, cabinet of commissioners, the administrative function.

IV. Reports

V. Discussion

VI. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana			
Motioned to adjourn the meeting at 4:29 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, April 17, 2018

I. Organizational Items:

a. Called to Order by Marcial Romero @ 3:18 pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Neyda Umana	Seconded by:	Marcos Montes				
Motion to approve the adoption of Agenda for Tuesday, April 17, 2018							
All in Favor	4	Opposed	0	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Neyda Umana	Seconded by:	Marcos Montes				
Motion to approve the approval of minutes for Tuesday, April 3, 2018							
All in Favor	3	Opposed	0	Abstained	1	Motion:	Passed

Offered By:	Neyda Umana	Seconded by:	Marcos Montes				
Motioned to extend meeting for 15 minutes							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

VI. Adjournment

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana				
Motioned to adjourn the meeting at 4:29 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, and Los Angeles held on April 17, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, May 1, 2018.

Prepared by:

**Dena Florez
Recording Secretary**

**Jazmin Ortiz
Secretary/Treasurer**

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