



Personnel Committee Meeting

Minutes

Friday, April 20, 2018

Type of meeting: Special

Time: 2:30-4:30 pm

Location: King Hall D-136

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by Marcial Romero

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>	xPresent
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>	n/a
Susie Varela	<i>Director of Human Resources</i>	n/a
Pablo Ortega	<i>Human Resources</i>	n/a
Dr. Jennifer Miller	<i>University President's Designee</i>	n/a
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>	

c. Adoption of Agenda for Tuesday:

Offered By:	Consensus	Seconded by:					
Motion to approve the adoption of Agenda for Friday, April 20, 2018							
All in Favor	4	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. Old Business

a. **Essential Tasks and Designated Areas-** The Personnel Committee will review the Essential Tasks of the following staff members along with specific designations to elected executive positions:

iii. **Transition regarding the Administrative Assistant to the Executive Director**– the committee will discuss additional responsibilities and expectations that will support moving the position from part-time to fulltime.

- + The committee reviewed the proposed staff hours support
- + AAED will have Cabinet of Commissioners and EPC, supporting the VPA. This will allow Marcus to focus on the VPEAA and VPAG.
- + Administratively still helping VPAG with memos and committees.
- + AAED main support to VPA
- + Marcus Rodriguez- I'm thinking transitional period to be about an academic year, Alix will shadow me. She'll take the administrative part; food permits, dodgeball branches, rooms.
- + A couple of committee members believe that we will need to reclass in a few years. Also, that went away from the original intention, which was give support to the VPAG and now we are talking about giving support to VPA.
- + Aaron Castaneda- Last year we proposed for Alix to do grants we only did this because she has experience in grants not the position itself. When I hear Admin. Assistant to the E.D, I hear things coming off his plate. Some stuff has but what else is going to come off his plate so this can be a 40 hour position.
- + Neyda Umana- It's an expense but it's an investment.

iv. **Action Item: - Transition regarding the Administrative Assistant to the Executive Director**– the committee will discuss and take action on moving the position from part-time to fulltime.

Offered By:	Marcos Montes	Seconded by:	Neyda Umana			
Motioned to approve Administrative Assistant to the Executive Director full time						
All in Favor	3	Opposed	1	Abstained	0	Motion: Passed

- + Jazmin Ortiz- I'm voting no because there is a need for a full-time position but the direction we are heading it seems like we need 2 positions. You are giving her all the work, I imagine her doing administrative work and assist with Intef. If you are trying to have another Marcus that is completely different from being an assistant and I would vote no today if that's all the information you have. Do you want her to stay in the office do paperwork or have her advocate?
- + A couple of committee members feel like the way we are going this seems like more of a Program Assistant instead of an Executive Director Assistant.

Offered By:	Marcos Montes	Seconded by:	Jazmin Ortiz			
Move to amend the main motion, add to Alix's job description						
- Tracking campus appointments						
- Assist the VPAG: memorandums, setting interview appointments						
- Maintaining a committee data base with meeting times and dates in committee descriptions						
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed

- + Marcos Montes- Needs to reflect on job description, if Alix does become fulltime the only expectation is for her to report the VPAG not the VPA.

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana			
Move to amend the main motion to begin the process of reclassification of the position and let the new administration decide what to do with it Chair voted in favor						
All in Favor	2	Opposed	2	Abstained	0	Motion: Passed

- ✚ Reclass not needed because the add-ons from the other amendment are administrative work.
- ✚ Marcos Montes- I'm adding to the job description because I want to make it clear that it is administrative and the main focus in VPAG.

Offered By:	Marcos Montes	Seconded by:	Neyda Umana			
Call to question						
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed

- ✚ Jazmin Ortiz- I voted yes because with the reclassification of the position, the new administration can do what they want and they have the opportunity.
- ✚ Aaron Castaneda- I voted no because next year the administration can review the position closer and more in detail.

IV. Discussion Items:

a. Policy 106 – Staff Evaluations

i. Increasing Staff Evaluations - The committee will discuss on possible methods to increase the rate of Elected and Appointed members filling out staff evaluations.

- ✚ Clause: the merit increase for all pro-staff can only be had if above satisfactory.
- ✚ There needs to be university support to have continuity in the evaluation of E.D.
- ✚ There is no continuity, committee members only see one year of work. Every year is a fresh start because most of the administration hasn't work with ASI before.
- ✚ How to get more evaluations submitted: the VPA and HR, maybe Student Life chair a committee that all elected/appointed members have to attend and fill out the evaluations there.
- ✚ Dena Florez- I would like a recap of the evaluations.

V. Reports

VI. Adjournment

Offered By:	Consensus	Seconded by:				
Motioned to adjourn the meeting						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.
 Personnel Committee Meeting
 Summary of Actions Taken
 Friday, April 20, 2018

- I. Organizational Items:
 a. Called to Order by Marcial Romero
 b. Roll Call
 c. Adoption of Agenda for Tuesday:

Offered By:	Consensus		Seconded by:			
Motion to approve the adoption of Agenda for Friday, April 20, 2018						
All in Favor	4	Opposed	None	Abstained	0	Motion: Passed

Offered By:	Marcos Montes		Seconded by:		Neyda Umana	
Motioned to approve Administrative Assistant to the Executive Director full time						
All in Favor	3	Opposed	1	Abstained	0	Motion: Passed

Offered By:	Marcos Montes		Seconded by:		Jazmin Ortiz	
Move to amend the main motion, add to Alix's job description - Tracking campus appointments - Assist the VPAG: memorandums, setting interview appointments - Maintaining a committee data base with meeting times and dates in committee descriptions						
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Aaron Castaneda		Seconded by:		Neyda Umana	
Move to amend the main motion to begin the process of reclassification of the position and let the new administration decide what to do with it Chair voted in favor						
All in Favor	2	Opposed	2	Abstained	0	Motion: Passed

Offered By:	Marcos Montes		Seconded by:		Neyda Umana	
Call to question						
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed

Adjournment

Offered By:	Consensus		Seconded by:			
Motioned to adjourn the meeting						
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 20, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, May 1, 2018.

Prepared by:

**Dena Florez
Recording Secretary**

Confirmed by:

**Jazmin Ortiz
Secretary/Treasurer**