



Personnel Committee Meeting

Minutes

Tuesday, March 5, 2019

Type of Meeting: General

Time: 3:15-4:15 pm

Location: Board Room 303 AB

Attendees: Committee Members, General Public

I. Organizational Items:

a. Called to Order by Nia Johnson at 3:17pm

b. Roll Call

Nia Johnson	<i>President</i>	Present
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Veronica Garcia-Martinez	<i>VP for External Affairs and Advancement</i>	Present
David San	<i>Secretary/ Treasurer</i>	Present
Fritza Plasencia	<i>College of Natural and Social Sciences Rep</i>	Unexcused Tardy
	<i>Human Recourses</i>	Recognized at 3:22pm
Carol Roberts-Corb	<i>University Designee (For Dr. Jennifer Miller)</i>	Present
Marcus Rodriguez	<i>Interim Executive Director</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	David San				
Motion to approve the adoption of Agenda for Tuesday, March 5, 2019.							
All in Favor	3	Opposed	None	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	David San	Seconded by:	Aaron Castaneda				
Motion to approval of the minutes for Tuesday, February 19, 2019.							
All in Favor	3	Opposed	None	Abstained	0	Motion:	Passed

II. Public Forum/Announcement:

a. This time is allotted for members of the public to address the committee.

✚ None

III. Information Items:

a. **Senior Programs Coordinator Position Update:** The Committee will receive an update on the status of the Senior Programs Coordinator search process.

✚ Marcus shares all three dates with the three candidate have been confirmed. He also adds onboarding should be set for April because of this process being done in March.

- b. **Executive Director Position Update:** The Committee will receive an update on the status of the Executive Director Search process.
 - ✚ Aaron shares the committee has interviewed four candidates for the Executive Director position and the top three will be email tomorrow to see if they are available for an on campus interview.
- c. **ASI Graphics and Production Assistant:** The Committee will receive an update on the status of the Graphics and Production Assistant search process.
 - ✚ Marcus shares the position is open campus wide and has shared it with faculty.
 - ✚ Veronica asks if the position has been posted on handshake.
 - ✚ Marcus said Dena has spoken to Michelle at the career center to post the position and any other positions ASI might have.

IV. Action Items:

- a. **Personnel Vice Chair:** The Committee will nominate and appoint a Personnel Committee Vice Chair.

Offered By:	Veronica Garcia-Martinez	Seconded by:	Aaron Castaneda			
Motion to appoint a Vice Chair.						
All in Favor	3	Opposed	None	Abstained	0	Motion: Passed

- ✚ Veronica has nominated Aaron.
- ✚ Nia asks Aaron if he accepts.
- ✚ Aaron respectfully declines.
- ✚ Aaron nominates Veronica.
- ✚ Nia asks Veronica if she accepts.
- ✚ Veronica declines.
- ✚ Nia asks for any other nominations.
- ✚ Aaron nominates David San.
- ✚ Nia asks David if he will accept.
- ✚ David accepts the nomination.
- ✚ Veronica nominates Fritza.
- ✚ Nia says Fritza is not here. She then asks David if he wants to give a 30 second reason why he wants to be Vice Chair.
- ✚ David said he will help with the minutes.
- ✚ Roll call vote by David. David has been appointed.

- b. **Mid-Year/ Annual Evaluations Policy:** The Committee will take action on recommended amendments to the current Evaluation Policy.
 - ✚ Nia says this should be a discussion item.

V. Discussion Items:

- a. **Annual Evaluations:** The Committee will discuss the end of the year evaluation process and timeline.
 - ✚ Nia wants everyone to group this discussion item with the mid-year/annual evaluation policy above.
 - ✚ Nia asks Dena if she highlighted anything.
 - ✚ Dena says there was no changes, the last personnel meeting and the website are the same.
 - ✚ Nia did I make any recommendation of the weight of the mid-year evaluations.
 - ✚ Dena replies on the minutes nothing was made but Aaron did state do to a policy changes can be made.
 - ✚ Nia wants to make sure everyone is on the same page with creating subgroups.

- ✚ Nia wants to discuss the implantation of the subgroups.
- ✚ Jacquelyn says doing it in there respected committees is a good idea.
- ✚ Nia asks if they do that in their meeting do they want to state who the committee will do an evaluation for.
- ✚ Jacquelyn says she would mainly have her committee so evaluations for Marcus and Gus.
- ✚ Nia also touched on members not being limited to only certain staff evaluations.
- ✚ Nia wants every chair to state who they will be recommending to their committees.
- ✚ Veronica asks if she will need to give her committee time because they sit on other committees.
- ✚ Nia says it's up to her if she wants to allocate time.
- ✚ Jacquelyn says it doesn't have to through the committees it just works for her because her senators do not sit on BOD.
- ✚ Jacquelyn states it would be a good to have time to do the evaluations at BOD.
- ✚ Nia says all board members should do all staff.
- ✚ Aaron says he can have a one on one with Lily and she will be doing and evaluation for Dena.
- ✚ Nia asks Veronica who she expects her members to do an evaluation for.
- ✚ Veronica is not sure.
- ✚ Nia asks if they work with one staff member in particular.
- ✚ Veronica says Marcus.
- ✚ Jacquelyn asks if student staff evaluate Dena.
- ✚ Aaron respond no.
- ✚ Jacquelyn suggests student staff should evaluate Dena because they work with her the most.
- ✚ Marcus says that's a different process from this process.
- ✚ Jacquelyn mentions the fact that's most members deal with Marcus or Gus and student staff deals with Dena all the time, she adds she doesn't want there to be an uneven amount of evaluations for Dena compared to Marcus and Gus.
- ✚ Marcus says it's a different dynamic and the Executive Director should make that happen.
- ✚ Marcus says he needs to talk to HR and see what it would look like and in two weeks he can bring back what they came up with.
- ✚ Aaron doesn't think it is a numbers issue, they understand who the full time staff works with.
- ✚ Marcus wants to be more specific with students being supported in the full time staff members evaluations and will talk it over with Pablo.
- ✚ Nia says she does like the idea but is not sure if it would be done for this year's annual evaluations.
- ✚ Nia asks if it possible to create those questions to have ready.
- ✚ Marcus said he would have to create questions for the different areas of members that deal with staff.
- ✚ Jacquelyn says the questions should be more job specific to make it more meaningful.
- ✚ Marcus says he will start a document and see what sounds right, in addition talk to Pablo.
- ✚ Marcus says in two weeks he wants some parameters of what should and should not be asked.

b. Project Lists: The Committee will review full-time staff project lists.

- ✚ Marcus tells everyone to look at Gus' project lists.
- ✚ Nia asks if there any questions.
- ✚ Marcus asks if they want to see his and Dena's project list.
- ✚ Marcus shares US Bank might be duplicated on his and Dena's list.
- ✚ Marcus shares the new administration can get there cards in May but he will be pushing that date back a little.
- ✚ Marcus highlights the external auditors on his project list. He continues to share Aaron and Dena will be part of the interview process.
- ✚ Marcus asks if anyone has questions about the audit list.

- ✚ Nia asks if we are getting more vendors for the farmers market.
- ✚ Marcus said yes there will be an increase in vendors.
- ✚ Veronica asks Marcus for strategic planning under his project list what is Complete Cal State LA data survey.
- ✚ Marcus the data inventory is completed, this is to make sure each office is doing what they are supposed to and how, and what the process is.
- ✚ Nia asks what is the purpose of having names under the signature review and travel area.
- ✚ Marcus replies because those are the outstanding he has to keep track of them because they are from the past and they are high priority to wrap up.

VI. Reports:

a. ASI President: Nia Johnson

- ✚ Nia says with the vacancy of the VPA position she has assumed the position as chair of the Personnel Committee and is going through the policies. She has met with Dr. Wada-McKee to update her on the Executive Director hiring process and to let her know when the on campus visits are going to happen. She wants to make sure all areas are being covered in Personnel and wants recommendations if needed.

b. Interim Executive Director: Marcus A. Rodriguez

- ✚ Marcus says he is on Phase II of Student Assistant Assessments. Marcus is also trying to set up three month intervals to talk to students about their professional and personal development in the organization. Marcus shares he will be bring another copy to the committee in two weeks.

VII. Adjournment:

Offered By:	Aaron Castaneda	Seconded by:	Veronica Garcia-Martinez			
Motion to adjourn meeting at 3:52 pm.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, March 5, 2019**

I. Organizational Items:

a. Called to Order by Matthew Keels at 3:15 pm.

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	David San			
Motion to approve the adoption of Agenda for Tuesday, March 5, 2019						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	David San	Seconded by:	Aaron Castaneda			
Motion to approval of the minutes for Tuesday, February 19, 2019						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

II. Public Forum:

a. This time is allotted for members of the public to address the committee.

✚ None

III. Information Items:

a. **Senior Programs Coordinator Position Update:** The Committee will receive an update on the status of the Senior Programs Coordinator search process.

✚ Marcus shares all three dates with the three candidate have been confirmed. He also adds onboarding should be set for April because of this process being done in March.

b. **Executive Director Position Update:** The Committee will receive an update on the status of the Executive Director Search process.

✚ Aaron shares the committee has interviewed four candidates for the Executive Director position and the top three will be email tomorrow to see if they are available for an on campus interview.

c. **ASI Graphics and Production Assistant:** The Committee will receive an update on the status of the Graphics and Production Assistant search process.

✚ Marcus said Dena has spoken to Michelle at the career center to post the position and any other positions ASI might have.

IV. Action Items:

a. **Personnel Vice Chair:** The Committee will nominate and appoint a Personnel Committee Vice Chair.

✚ Roll call vote by David. David has been appointed.

b. **Mid-Year/ Annual Evaluations Policy:** The Committee will take action on recommended amendments to the current Evaluation Policy.

✚ Included with Discussion Item a.

V. Discussion Items:

- a. Annual Evaluations: The Committee will discuss the end of the year evaluation process and timeline.
 - ✚ It was decided that Jacquelyn would mainly have her committee so evaluations for Marcus and Gus.
 - ✚ Veronica’s committee will mostly evaluate Marcus.
 - ✚ Aaron and Lily will be evaluating Dena.
 - ✚ Marcus says he needs to talk to HR and see what new evaluation questions would look like and in two weeks he can bring back what they came up with.
- b. Project Lists: The Committee will review full-time staff project lists.
 - ✚ Marcus went over everyone projects list and that the new board will not get their cards until after May.
 - ✚ Marcus mentions the names of old employees will be removed when the paperwork is wrapped up.

VI. Reports:

- a. **ASI President:** Nia Johnson
 - ✚ She has met with Dr. Wada-McKee to update her on the Executive Director hiring process and to let her know when the on campus visits are going to happen. She wants to make sure all areas are being covered in Personnel and wants recommendations if needed.
- b. **Interim Executive Director:** Marcus A. Rodriguez
 - ✚ Marcus says he is on Phase II of Student Assistant Assessments. Marcus is also trying to set up three month intervals to talk to students about their professional and personal development in the organization. Marcus shares he will be bring another copy to the committee in two weeks.

VI. Adjournment

Offered By:	Nia Johnson	Seconded by:	Jacqueline Acosta			
Motion to adjourn meeting at 3:52 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 Tuesday, March 5, 2019 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, March 19, 2019.

Prepared by:

Dena Florez
Recording Secretary

David San
Secretary/Treasurer