



Personnel Committee Meeting Agenda

Meeting called by: Matthew Keels, ASI VP for Administration
Time: 3:15 to 4:15 p.m.
Type of Meeting: General

Date: Tuesday, February 5, 2019
Location: Board Room 303AB, U-SU
Attendees: Committee Members, General Public

- I. Organizational Items
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Agenda for Tuesday, February 5, 2019
 - d. Approval of Minutes for Tuesday, November 6, 2018
- II. Public Forum – This time is allotted for members of the public to address the committee.
- III. Action Item:
 - a. ASI Interim Executive Director Compensation: The committee will take action on the compensation of the Interim Executive Director for retroactive and anticipated pay. (Closed Session Item per Gloria Romero Act, § 89307(d)(D))
- IV. Information Items
 - a. Senior Programs Coordinator Position Update: The Committee will receive an update on the status of the Senior Programs Coordinator search process.
 - b. Executive Director Position Update: The Committee will receive an update on the status of the Executive Director search process.
 - c. Mid-Year Evaluations - Full Time Staff: The Interim Executive Director will provide a high level summary of the feedback received.
 - d. Student Assistant Position Descriptions and Assessment: The Interim Executive Director will provide an update regarding the refurbished position descriptions and the 3 & 6 Strategy and Performance Evaluations.
- V. Discussion Items
 - a. Evaluations: The Committee will discuss the End of the Year Evaluations.
- VI. Reports:
 - a. Vice President for Administration: Matthew Keels
- VII. Adjournment



Personnel Committee Meeting

Minutes

Tuesday, February 5, 2019

Type of Meeting: General

Time: 3:15-4:15 pm

Location: Board Room AB 303

Attendees: Committee Members, General Public

I. Organizational Items:

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

b. Roll Call

Matthew Keels	<i>Vice President for Administration</i>	Present
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>	Present
	<i>Chief Justice</i>	N/A
	<i>Human Resources</i>	N/A
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: Nia Johnson	Seconded by: Jacquelyn Acosta		
Motion to approve the adoption of Agenda for Tuesday, February 5, 2019.			
All in Favor 4	Opposed None	Abstained 0	Motion: Passed

☞ Nia compliments Matthews's agenda.

d. Approval of Minutes (action):

Offered By: Aaron Castaneda	Seconded by: Nia Johnson		
Motion to approval of the minutes for Tuesday, November 6, 2018.			
All in Favor 5	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

Offered By: Aaron Castaneda	Seconded by: Nia Johnson					
Motion to go into closed session.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

III. Action Items:

- a. ASI Interim Executive Director Compensation** – The committee will take action on the compensation of the Interim Executive Director for retroactive about anticipated pay. (Closed Session Item per Gloria Romero Act, 89307(d)(D))
- ✚ **Action Taken** – Approval of Interim Executive Directors Compensation.

Offered By: Aaron Castaneda	Seconded by: Jacquelyn Acosta					
Motion to end closed session.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

IV. 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 talks about options for dates and reassures the 21st is for sure on the books.
 - ✚ Aaron asks how many candidates will they be moving forward with and what will be the process?
 - ✚ Marcus shares the phone interview will be the 21st and there are seven candidates.
- b. Executive Director Position Update** – The Committee will receive an update on the status of the Executive Director Search process.
- ✚ Matthew shares the finalized schedule. February 12-22 they will be reviewing applications. February 25th – March 1st they will be conducting skype interviews. March 11th – 15th continue skype interviews if necessary. April 2nd - 12th on campus interviews. On April 15th Matthew wants to schedule an open forum so people can meet the candidates.
 - ✚ Matthew explains the dates were pushed back to April because the Executive Director Position description took longer than expected.
 - ✚ Dena asks by what date the new Executive Director will be announced.
 - ✚ Matthew responded April 15th is the forum.
 - ✚ Nia responds two days after that date so she has time to think about it and so she can have time to consult with Dr. Wada-McKee and one at Student Life that has had interaction with the candidates.
 - ✚ Matthew states by that Friday they should have a decision. Dates of reviewing application will be February 14th and 19th. Mathew states applications can be submitted up to February 8th.
 - ✚ Matthew will be picking up all applications from HR on Monday, February 11th to have them ready.
- c. Mid-Year Evaluations: Full Time Staff** – The Interim Executive Director will provide a high level summary of the feedback received.
- ✚ Marcus says not everyone did the evaluation but he did notice ones who did fill out the evaluations did take their time.
 - ✚ Marcus said from Dena's area; they have notice a lot of paper work flow but it does get tracked efficiently. Student staff doe so customer service to the best of their ability.
 - ✚ Marcus said from Gus' area; they have not seen a lot of noticeable activity from his assistants because members have not interacted much with them. When members do have issues about anything they do say Gus helps them with no difficulty and responds efficiently.

- # Marcus says the mid-year evaluations are great for full time staff because it can go in their personnel file along with the annual evaluations.
- # Marcus wants to do impact assessments every three months with Student Assistant.
- # Marcus thanks Nia and Matthew for letting him in meetings and allowing him to give feedback.

d. Student Assistant Position Descriptions and Assessment – The Interim Executive Director will provide an update regarding the refurbished position descriptions and the 3 & 6 Strategy and Performance Evaluations.

- # Marcus says they are going to add more competences in the job description and how this helps with their future career goals.
- # Marcus says that Student Assistance have the ability to have a review with their direct supervisor every 6 months for a merit increase based on performance.
- # Marcus mentions that ASI has more leeway in merit change than the Student Union.
- # Nia asks if this evaluations is do for all student assistant this month.
- # Marcus responds that it depends on when the assistant was hired.
- # Dena says that Nia's Assistants is due in February and she continues to say she has three students that will be discussed.
- # Fritza asks if this is the process Assistances' go through now.
- # Marcus responds with no, this is the proposed action and the current process is a lot shorter.
- # Nia asks if this new process mirrors the mid-year process. How does it differ? What does the process of giving assistants feedback looks like? Will these evaluations be reported at the personnel meetings or does it go straight to the assistants?
- # Matthew comments he is not sure the question was
- # Dena shares the process of her doing a student assistant evaluation.
- # Mathew asks if the evaluation will be going to the personnel committee.
- # Dena responds with a no.
- # Marcus wants the document to exist for the 6 month evaluation and making it purposeful at the 3 month check in.
- # Marcus explains the three components he wants to implement to be more intentional to building the student staff with looking at their progress.
- # Marcus explains that the ASI Executive Director should be careful with always giving a \$.50 raise because the USU will question every raise.
- # Marcus tells members that they do have access to these files and welcomes feedback if they have had any issues with Student Assistance or just want to give any feedback, it can go directly to their supervisors
- # Aaron explains the reasoning on why Students Assistant ETR's are not reported on the Personnel Meeting.
- # Marcus touches on the production assistant position, it will take elements from the graphics position to help with tableting and other functions. Marcus says he will have the draft of the description by next week.
- # Jacquelyn voices concerns about the production assistant description having the same duties of the Public Relations & Marketing Commissioner.
- # Marcus explains that the production assistant can help more so the Public Relations & Marketing Commissioner can be more involved with meeting students.
- # Nia asks if the social media aspect of the position is going to be removed from the PR title.
- # Marcus respond that Sanchita's job position will stay because it has all the social media aspect.
- # Matthew reminds everyone to look at the description before next meeting.
- # Nia asks if there is a clerical issue with the timeline of the year evaluations.
- # Matthew said he did not post the timeline, so it will just be discussed and it will be a constant discussion item.

V. Discussion Items:

a. Evaluations: The Committee will discuss the End of the Year Evaluations.

- ✦ Matthew says March 18th is the official start date of the year evaluations.
- ✦ Matthew says the evaluations were supposed to be given to the Board of Directors and stakeholders on March 18th – 29th. The deadline to submit evaluation would be March 29th.
- ✦ The results will be completed by April 1st - 8th and ASI President will review results with Susie April 8th -12th.
- ✦ Matthew wanted to make changes to make this evaluation better.
- ✦ Matthew wants to encourage more ASI members to do the evaluations.
- ✦ Jacquelyn asks about the plan to have sub groups evaluate staff that they work with, that was discussed at personnel.
- ✦ Marcus said he received all across evaluations.
- ✦ Matthew said all suggestions are welcomed to make the process better.
- ✦ Aaron does say they talked about a system but it was never put into place. He also suggests taking 10 minutes from a meeting to start evaluations.
- ✦ Nia suggest to add the policy on the next agenda to makes amendments to include the aspect.
- ✦ Marcus says the sub groups work for the finances so it can be a good process to have sub groups for evaluation the stuff time staff.

Offered By:	Nia Johnson	Seconded by:	Fritza Plasencia				
Motion to table reports to next meeting.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

VI. Reports:

- a. ASI Vice President for Administration:** Matthew Keels

VII. Adjournment:

- ✦ Meeting adjourned by Matthew Keels at 4:16 pm.

**Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, February 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:	Nia Johnson	Seconded by:	Jacqueline Acosta			
Motion to approve the adoption of Agenda for Tuesday, February 5, 2019						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Nia Johnson			
Motion to approval of the minutes for Tuesday, November 6, 2018						
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

Offered By:	Aaron Castaneda	Seconded by:	Nia Johnson			
Motion to go into closed session.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

III. Action Items:

a. **ASI Interim Executive Director Compensation** – The committee will take action on the compensation of the Interim Executive Director for retroactive about anticipated pay. (Closed Session Item per Gloria Romero Act, 89307(d)(D))
 Action Taken – Approval of Interim Executive Directors Compensation.

Offered By:	Aaron Castaneda	Seconded by:	Jacquelyn Acosta			
Motion to end closed session.						
All in Favor	52	Opposed	None	Abstained	0	Motion: Passed

IV. 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 talks about options for dates and reassures the 21st is for sure on the books.
 Aaron asks how many candidates will they be moving forward with and what will be the process?
 Marcus shares the phone interview will be the 21st and there are seven candidates.

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

- ✦ Matthew shares the finalized schedule, February 12-22 they will be reviewing applications. February 25th – March 1st they will be conducting skype interviews. March 11th – 15th continue skype interviews if necessary. April 2nd - 12th on campus interviews. On April 15th Matthew wants to schedule an open forum so people can meet the candidates.
- ✦ Matthew states by that Friday they should have a decision. Dates of reviewing application will be February 14th and 19th. Mathew states applications can be submitted up to February 8th.

c. **Mid-Year Evaluations: Full Time Staff** – The Interim Executive Director will provide a high level summary of the feedback received.

- ✦ Marcus goes over feedback received about Dena and Gus.

d. **Student Assistant Position Descriptions and Assessment** – The Interim Executive Director will provide an update regarding the refurbished position descriptions and the 3 & 6 Strategy and Performance Evaluations.

- ✦ Marcus wants to add more substance to the student assistant evaluations to be more purposeful to help with ASI's goals and individual goals.
- ✦ Marcus introduces the idea of creating a production assistant position to help members. He will have the job description for the next meeting.

V. **Discussion Items:**

a. **Evaluations:** The Committee will discuss the End of the Year Evaluations.

- ✦ Matthew says the evaluations were supposed to be given to the Board of Directors and stakeholders on March 18th – 29th. The deadline to submit evaluation would be March 29th.
- ✦ The results will be completed by April 1st - 8th and ASI President will review results with Susie April 8th -12th

Offered By:	Nia Johnson	Seconded by:	Fritza Plasencia				
Motion to table reports to next meeting.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

VI. **Reports:**

a. **ASI Vice President for Administration:** Matthew Keels

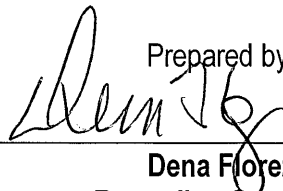
VII. **Adjournment**

- ✦ Meeting adjourned by Matthew Keels at 4:16 pm

CERTIFICATION

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, February 5, 2019 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, February 12, 2019.

Prepared by:



Dena Florez
Recording Secretary



David San
Secretary/Treasurer