



Personnel Committee Meeting Agenda

Meeting called by: Matthew Keels, ASI VP for Administration Date: Tuesday, February 19, 2019
Time: 3:15 to 4:15 p.m. Type of Meeting: General
Location: Board Room 303AB, University-Student Union Attendees: Board Members, General Public

- I. Organizational Items
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Agenda for Tuesday, February 19, 2019
 - d. Approval of Minutes for Tuesday, February 5, 2019

- II. Public Forum – This time is allotted for members of the public to address the committee.

- 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.
 - b. Executive Director Position Update: The Committee will receive an update on the status of the Executive Director search process.
 - c. ASI Graphics and Production Assistant: The Committee will receive an update on the status of the Graphics and Production Assistant search process.

- IV. Discussion Items
 - a. Mid-Year/Annual Evaluation Policy: The Committee will discuss possible changes to the current Evaluation Policy
 - b. Annual Evaluations: The Committee will discuss end of the year evaluations.
 - c. Executive Director Hiring Policy: The Committee will review and discuss the Executive Director Hiring Policy rough draft.

- V. Reports:
 - a. Vice President for Administration: Matthew Keels
 - b. Interim Executive Director: Marcus A. Rodriguez

- VI. Adjournment



Personnel Committee Meeting

Minutes

Tuesday, February 19, 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 Matthew Keels at 3:15pm

b. Roll Call

Matthew Keels	<i>Vice President for Administration</i>	Present
Nia Johnson	<i>President</i>	Present, Recognized at 3:16pm
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:	Veronica Garcia-Martinez	Seconded by:	Nia Johnson
Motion to approve the adoption of Agenda for Tuesday, February 19, 2019.			
All in Favor	5	Opposed	None
Abstained	0	Motion: Passed	

d. Approval of Minutes (action):

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

☒ Fritza says there's an NA after her attendance for the meeting.

☒ Matthew accepts it as a clerical error.

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.
- ✚ Matthew says they still have not met to finish reviewing applications.
 - ✚ Marcus says everyone ranked the applicants, he then got the top six candidates, and then they collaboratively agreed with two candidates and three additional candidates. The next steps is to decide skype interviews or on campus interviews.
- b. **Executive Director Position Update:** The Committee will receive an update on the status of the Executive Director Search process.
- ✚ Matthew says they met today and have narrowed it to the top four and the next step will be skype interviews.
 - ✚ Matthew shares they will be looking at applicants who turned in the application late just in case something stands out. Soon after they will be talking to Nia and student life to schedule on campus interviews.
 - ✚ The goal is to have the process done by April.
 - ✚ Dena asks what does is mean by April, will an offer be extended in April?
 - ✚ Matthew says it will be up to Nia to make the final decision.
 - ✚ Nia says she will consult with student life before making that decision.
 - ✚ Aaron adds he is working on researching a salary range for the position.
 - ✚ Veronica asks if the salary is on the application.
 - ✚ Aaron responses it used to but it no longer has it.
 - ✚ Matthew will be reaching out to the candidates about the salary range before they are invited for an on campus interview.
 - ✚ Aaron shares they want to do skype interviews for those who are not local and then after see if traveling to campus would be an option for them.
 - ✚ Dena asks if the candidates will have one day or will they have to come in more than once.
 - ✚ Matthew responses each candidate will have a full day to meet with everyone they need to.
- c. **ASI Graphics and Production Assistant:** The Committee will receive an update on the status of the Graphics and Production Assistant search process.
- ✚ Marcus opens it up for questions about the direction of the production assistant position.
 - ✚ Marcus then shares after the meeting the position will be advertised and then shares the process.
 - ✚ Aaron asks when the position will be posted.
 - ✚ Marcus replies right after this meeting.

IV. Discussion Items:

- a. **Mid-Year/ Annual Evaluations Policy:** The Committee will discuss possible changes to the current Evaluation Policy.
- ✚ Matthew wants everyone to look at the current evaluation to see how the process can be better to have more success.
 - ✚ Aaron shares it would be better if the policy had actual edits for everyone to then voice their opinion
 - ✚ Matthew says he is introducing the policy for the first time but will bring it back with edits for the committee to review.
 - ✚ Nia wants to have another brain storming session because Matthew was not in his current position when they talked about it.

- # Aaron suggests that mid-year should be up to the direct supervisor. Mid-year evaluation should be about feedback and setting goals for the year. The mid-year evaluation should not be mandatory to be included in the annual evaluations.
- # Nia wants to second Aaron's idea and wants to incorporate Jackie's idea of subgroups.
- # Jacquelyn shares her idea about mid-year subgroups for the pro staff mid-year evaluations. Members should only evaluate pro staff they actually work and interact with to have meaningful feedback.
- # Matthew agrees with Jackie's idea because negative feedback from members who do not directly work with certain pro staff may affect their annual evaluation negatively.
- # Aaron states the policy Section 5.3.1.2. Says they can make edits to the policy. In his opinion he states the policy is fine.

b. Annual Evaluations: The Committee will discuss end of year evaluations.

- # Matthew states they will state who will be evaluating which pro staff and the timeline of the evaluations. Matthew states they are not proposing edits to the timeline unless someone wants to.
- # Aaron asks if there is a timeline because all he sees is a mid-year.
- # Nia purposes to keep mid-year evaluations all internal to speed up the process.
- # Aaron agrees with Nia.
- # Aaron says that the assigning of the subgroups needs to be done and figured out who works with what pro staff the most.
- # Fritza asks if all board members have to evaluate all pro staff.
- # Matthew responded yes every member should be working with all pro staff.
- # Aaron says because of the fact they are board members and the representation of the organization and they vote it should be an obligation to do the evaluations.
- # Matthew suggests the direct report should be in charge to decide if there senators need to evaluate a pro staff if they do not work with them.
- # Aaron asks if there is a section to add how frequently a member works with the pro staff (i.e. frequently, not frequently). This so when the pro staff or the executive director see the evaluation they know where it's coming from.
- # Nia asks what action members need to take if they do not want to fill out the evaluation for pro staff they do not work with. Nia also adds it should be sufficient also getting evaluations from the student assistants on their direct reports.
- # Matthew agrees with Nia.
- # Marcus wants there to be purpose behind the evaluations to see if there are gaps in support, what some successes, what some challenges are.
- # Marcus also mentions, him and Matthew can create an additional performance questioner to ask, ore in-depth questions about the pro staff and have it in two weeks.
- # Aaron says they do not take action on the evaluation, they take action on whether they should take an appraisal increase. This also in line with the cost of living and needs approval by the chancellor's office.
- # Nia still doesn't understand how this ties in with all board members having to evaluate all staff.
- # Nia agrees with Marcus about the questions and asks if the questions can be modified yearly.
- # Marcus describes some examples of the questions that could be on the questionnaire.
- # Matthew says him and Marcus can come up with a new template and share it with everyone.
- # Susie says to Nia's point evaluations should be done by those who have work experience and knowledge. She also adds for the increases state side they are called merit increases not cost of living increases.
- # Matthew ask everyone if they are ok with him and Marcus bringing the questions next meeting.
- # Veronica asked if the questions will be specific to each board member individually or if they questions will be broad.
- # Matthew responds the questions will be broad.

✚ Marcus states they follow state side directives and other axillary partners.

c. **Executive Director Hiring Policy:** The Committee will review and discuss the Executive Director Hiring Policy rough draft.

- ✚ Matthew wants everyone to know this is an extremely real rough draft.
- ✚ Aaron's concern is that this is a procedure not a policy. On page 2 section 2.3.4 he wants to clarify that they will consult with student life when it has to do with university staff.
- ✚ Aaron asks Matthew to clarify his thought process.
- ✚ Matthew replies that there is supposed to be a number before the second policy after they have voted on it. He agrees with Aaron about the change.
- ✚ Matthew says the purpose of this policy is to have one because none exist at the moment.
- ✚ Aaron suggest creating a hiring procedure for staff in general.
- ✚ Matthew said from this draft they can make the different hiring procedures for all staff.
- ✚ Nia says this document is a great start for the process.
- ✚ Marcus suggests a short manual for all positions in a procedure manual.
- ✚ Aaron wants to move some references to the top. Aaron is worried about putting set days on deadlines.
- ✚ Matthew put dates so things get done and the processes doesn't get stuck.
- ✚ Nia disagrees because of the lack of urgency when they did not have a timeline.
- ✚ Veronica asks if this procedure was compared to the hiring procedures of the other campuses.
- ✚ Matthew says the only thing they received was a succession plan not a hiring procedure.
- ✚ Aaron mentions he has emailed Pomona for their hiring manual but he has not received it yet.
- ✚ Aaron also states they should bring student life and HR to look the procedure over.
- ✚ Susie states they have processes they don't have policies, this being because policies have to be followed and what if you come across a difficult situation. This being the reason most schools would not have an actual policy for hiring.
- ✚ Aaron states this being the fact it should be called a procedure.
- ✚ Nia asks Susie what her opinion is on the timeline of this procedure.
- ✚ Susie states most of the days are ok but for example the 7 days for a vacancy, what if someone quits on graduation. This timeline will not be logical because everyone will be busy during this time.
- ✚ Susie says some of the time is a little restricted and should be more open ended.
- ✚ Susie says state side there is only one procedure, a 14 day posting period because it's mandated by the collective bargaining agreements.
- ✚ Matthew will make all edits on both the procedure and time line to bring it back to the following meeting.

V. **Reports:**

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

- ✚ Matthew said he's been working on the Executive Director hiring policy, he will continue to work on the annual evaluations and he will continue will the updates of the Executive Director and the Senior Coordinator positions.

b. **Interim Executive Director:** Marcus A. Rodriguez

- ✚ Marcus shares they are planning a student staff meeting. Marcus shares he wants student's assistance to feel empowered about reporting thing if they see something.

VI. **Adjournment:**

Offered By:	Nia Johnson	Seconded by:	Jacquelyn Acosta			
Motion to adjourn meeting.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

✚ Meeting adjourned by Matthew Keels at 4:07 pm.

**Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, February 19, 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 19, 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, February 5, 2019						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

- ✚ Fritz says there's an NA after her attendance for the meeting.
- ✚ Matthew accepts it as a clerical error.

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.

- ✚ They have narrowed down the candidates to six and the next steps is to decide skype interviews or on campus interviews.

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

- ✚ They have chosen the top four candidates and the next step is skype interviews.
- ✚ Matthew will be reaching out to the candidates about salary range to see if they are still interested.

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 after the meeting the job will be posted.

IV. Discussion Items:

a. **Mid-Year/ Annual Evaluations Policy:** The Committee will discuss possible changes to the current Evaluation Policy.

- ✚ Nia wants another brainstorming session because Matthew was not in the position he currently has when they first had it.

⬇️ Aaron states the policy Section 5.3.1.2. says they can make edits to the policy. In his opinion he states the policy is fine.

b. Annual Evaluations: The Committee will discuss end of year evaluations.

⬇️ Marcus describes some examples of the questions that could be on the questioner.

⬇️ Matthew says him and Marcus can come up with a new template and share it with everyone.

c. Executive Director Hiring Policy: The Committee will review and discuss the Executive Director Hiring Policy rough draft.

⬇️ Everyone reviews and rough draft and voices their edits.

⬇️ Matthew will make all edits on both the procedure and time line to bring it back to the following meeting.

V. Reports:

a. ASI Vice President for Administration: Matthew Keels

⬇️ Matthew updates everyone with a summary of everything he's been working on.

b. Interim Executive Director: Marcus A. Rodriguez

⬇️ Marcus shares the plans for the student assistant meeting.

VI. Adjournment

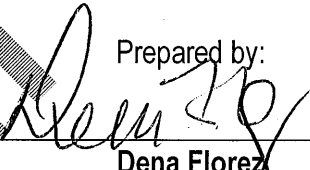
Offered By:	Nia Johnson	Seconded by:	Jacqueline Acosta		
Motion to adjourn meeting.					
All in Favor	All	Opposed	0	Abstained	0
Motion: Passed					

⬇️ Meeting adjourned by Matthew Keels at 4:07 pm

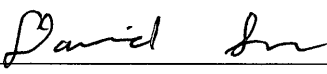
CERTIFICATION

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, February 19, 2019 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, March 5, 2019

Prepared by:



Dena Florez
Recording Secretary



David San
Secretary/Treasurer