



Personnel Committee Agenda

Meeting Called By: **Jesus Mora,**
ASI VP for Administration

Type of Meeting: **Special**

Date: **Tuesday, July 24, 2018**

Location: **U-SU Board Room 303**

Time: **3:15 – 4:15 pm**

Attendees: **Personnel Committee members, General Public**

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for Tuesday, July 24, 2018
- d. Approval of minutes for Tuesday, June 26, 2018

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the executive committee members

III. Old Business

- a. **Management Training Part 2** – The committee will begin a series of trainings to enhance the effectiveness and overall experience of working with fulltime staff. The skills gained will also be transferable to the student leaders as they manage ASI Members and their areas.
- b. **Hiring & Search Updates** – Staff will provide updates on the hiring process for the vacant staff positions.
 - i. Employment Opportunities <https://asicalstatela.org/about-us/employment-opportunities>

IV. New Business

- a. **Performance Review Timeline** – The committee will review the timeline for the mid-year and annual performance review timeline for professional staff.
 - i. Policy 106 Review

V. Reports

- a. ASI Vice President for Administration: **Jesus Mora**
- b. ASI Staff : **Intef W. Weser**

VI. Action

VII. Discussion

VIII. Adjournment

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5154 State University Drive, Room 106
Los Angeles, California 90032



Personnel Committee Meeting Minutes

Tuesday, July 24, 2018

Type of meeting: Special

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 Jesus Mora at 3:16pm

b. Roll Call

Nia Johnson	<i>President</i>	Present
Jesus Mora	<i>Vice President for Administration</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>	Excused Absence
Jennifer Martell	<i>Secretary/ Treasurer</i>	N/A
Susie Varela	<i>Human Resources</i>	N/A
Dr. Jennifer Miller	<i>University President's Designee</i>	N/A
Intef W. Weser	<i>Executive Director</i>	Present
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	Excused Absence
Dena Florez	<i>Office Manager of Administration & Services</i>	Present

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	Nia Johnson
Motion to approve the adoption of Agenda for Tuesday, July 24, 2018.			
All in Favor	3	Opposed	None
Abstained	0	Motion: Passed	

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Jacquelyn Acosta
Motion to approval of the minutes for Tuesday, April 26, 2018.			
All in Favor	3	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. **Management Training Part 2** – The committee will begin a series of trainings to enhance the effectiveness and overall experience of working with fulltime staff. The skills gained will also be transferable to the student leaders as they manage ASI Members and their areas.

✦ Pablo is not present, Discussion about recordings.

✦ Intef will make videos available for all members.

b. **Hiring & Search Updates** – Staff will provide updates on the hiring process for the vacant staff positions.

i. Employment Opportunity <https://asicalstatela.org/about-us/employment-opportunities>

✦ Senior Coordinator Interviews will be held week of 7/30.

✦ Nancy & Jennifer will be on this committee.

✦ Executive Assistant interviews will continue after Senior Coordinator Interviews.

IV. New Business:

a. **Performance Review Timeline** – The committee will review the timeline for the mid-year and annual performance review timeline for professional staff.

i. Policy 106 Review

✦ How do midyear evaluations look as opposed to end of the year evaluations?

-What supporting documents will be needed?

-Establishing goals with full-time staff.

-Establishing who will be evaluation full.

✦ Aaron: GIA – Transition Folder

V. Reports:

a. **ASI Vice President for Administration: Jesus Mora**

✦ Talked about midyear evaluation.

✦ Talked about purchasing track jackets.

✦ Nia wants members to give her new assistant suggestions for training so she can also help other members.

✦ Nia will be a meeting with Susie Varela and will bring back that information at the next meeting.

b. **ASI Staff: Intef W. Weser**

✦ Project List - how to change it to make it better for ASI members to understand what pro staff is doing to achieve the goal.

Offered By:	Jacquelyn Acosta	Seconded by:	Aaron Castaneda			
Motioned to extend the meeting 5 minutes						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

✦ Aaron shares his concern on what exactly each staff member is working on.

✦ Dena asks the definition of what exactly they want.

VI. Actions:

VII. Discussion:

VIII. Adjournment:

Offered By:	Jesus Mora	Seconded by:				
Motioned to adjourn the meeting at 4:20 pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, July 24, 2018

I. Organizational Items:

a. Called to Order by Jesus Mora

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Jesus Mora	Seconded by:	Aaron Castaneda			
Motion to approve the adoption of Agenda for Tuesday, July 24, 2018						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Jacqueline Acosta			
Motion to approval of the minutes for Tuesday, April 26, 2018						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

VI. Adjournment

Offered By:	Jesus Mora	Seconded by:	Aaron Castaneda			
Motioned to adjourn the meeting at 4:20 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, July 24, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, September 25, 2018.

Prepared by:



Dena Florez
Recording Secretary



David San
Secretary/Treasurer