



## Personnel Committee Meeting Agenda

Meeting called by: Nia Johnson, ASI President  
Time: 3:15 to 4:15 p.m.  
Location: Board Room 303AB, University-Student Union

Date: Tuesday, November 6, 2018  
Type of Meeting: Special  
Attendees: Board Members, General Public

- I. Organizational Items
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Agenda for Tuesday, November 6, 2018
  - d. Approval of Minutes for Tuesday, October 23, 2018
- 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 Hiring Timeline: The Committee will be notified of the edits made to the Executive Director Hiring Timeline.
- IV. Discussion Items
  - a. Evaluations: The Committee will discuss the findings of the Mid-year evaluations (Closed Session Item)
  - b. Potential Salary Increases: The Personnel Committee will review and discuss a potential salary increase retroactive to the Interim Executive Director position. (Closed Session Item)
  - c. Potential Compensation for University Support: The Personnel Committee will review and discuss possible monetary compensation for Betty Kennedy and Frangelo Ayran. (Closed Session Item)
  - d. Project Lists: The Committee will review full-time staff project lists.
- V. Action Items:
  - a. Executive Director Position Description: The Committee will review and take action on the recommended changes to the Executive Director Position Description.
- VI. Reports:
  - a. ASI President: Nia Johnson
- VII. Adjournment



# Personnel Committee Meeting

## Minutes

Tuesday, November 6, 2018  
 Type of meeting: Special  
 Time: 3:15-4:15 pm  
 Location: U-SU Board Room 303 AB  
 Attendees: Personnel Committee Members, General Public

### I. Organizational Items:

#### a. Called to Order by Jesus Mora at 3:15 pm

#### b. Roll Call

Nia Johnson	<i>President</i>	Present
NA	<i>Vice President for Administration</i>	
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President of Finance</i>	Present
Veronica Garcia-Martinez	<i>VP for External Affairs and Advancement</i>	Present
David San	<i>Secretary/ Treasurer</i>	Unexcused Tardy @3:22pm
Fritza Plasencia	<i>College of NSS Rep</i>	Present
Nia Allen	<i>Chief Justice</i>	Present
Pablo Ortega	<i>Human Resources</i>	Present
Dr. Jennifer Miller	<i>University President's Designee</i>	Present
Marcus Rodriguez	<i>Interim Executive Director</i>	NA
Betty Kennedy	<i>Vice President for Student Life</i>	Present
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present

#### c. Adoption of Agenda for Tuesday:

<b>Offered By:</b>	<b>Jacquelyn Acosta</b>	<b>Seconded by:</b>	<b>Aaron</b>
Motion to approve the adoption of Agenda for Tuesday, November 6, 2018			
<b>All in Favor</b>	<b>5</b>	<b>Opposed</b>	<b>None</b>
		<b>Abstained</b>	<b>0</b>
<b>Motion: Passed</b>			

<b>Offered By:</b>	<b>Veronica Garcia-Martinez</b>	<b>Seconded by:</b>	<b>Fritza Plasencia</b>
Motion to move Action Item (a) Executive Director Position Description to Discussion Item.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>
		<b>Abstained</b>	<b>0</b>
<b>Motion: Passed</b>			

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Fritza Plasencia</b>
Motion to move Information Item (b) Executive Director Hiring Timeline to Discussion Item.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>
		<b>Abstained</b>	<b>0</b>
<b>Motion: Passed</b>			

**d. Approval of Minutes (action):**

<b>Offered By:</b> Fritza Plasencia	<b>Seconded by:</b> Aaron Castaneda					
Motion to approve the minutes for Tuesday, October 23, 2018.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

**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. Information Items:**

- a. **Senior Programs Coordinator Position update:** The Committee will receive an update on the status of the Senior Programs Coordinator search process.
  - ✚ Nia says Marcus has continued the search for the Senior Coordinator.
  - ✚ Nia does mention she cannot answer any questions.

**IV. Discussion Items:**

- a. **Executive Director Hiring Timeline:** The Committee will be notified of the edits made to the Executive Director Hiring Timeline.
  - ✚ Nia shares she is using CSU Long Beach Executive Director Succession Policy.
  - ✚ She is going over adding a section to be added as a procedure and it would be created by scratch.
  - ✚ Veronica asks if the process will be everyone together or if they are sending everything to Nia.
  - ✚ Nia shares interview dates will be March 5<sup>th</sup> – March 19<sup>th</sup> and March 19<sup>th</sup> – April 13<sup>th</sup>.
  - ✚ Dr. Jennifer Miller suggests to post the job during the holidays.
  - ✚ Betty suggests to post the job during the dead time to get candidates that are focused to apply.
  - ✚ Aaron shares the search committee should be in charge about making the decision about the out of state candidates.
  - ✚ Betty says they can do screening with skype.
  - ✚ Pablo asks about how many cuts during the interview process ASI will have.
  - ✚ Veronica voicing concern about everything being orderly so they do not waist time.
  - ✚ Nia shares they need to have specificities for the timeline.
- b. **Evaluations:** The Committee will discuss the findings of the Mid-year evaluations
  - ✚ Nia asks Pablo if he has ever seen the mid-year evaluation schedule before.
  - ✚ Pablo says he is not sure but the one Nia needs to ask is Susie.
  - ✚ Dr. Jennifer Miller shares that she is sure her and Susie were notified. Dr. Jennifer Miller asks Pablo if he can check if Susie is aware.
  - ✚ Nia asks how much influence the mid-year evaluations should have on the end of the year evaluations.
  - ✚ Aaron shares it is in the policy just not sure where.
  - ✚ Dena says it is in a policy and Intef shred it.
  - ✚ Dr. Jennifer Miller shares they need to decide if this is going to serve you if not it is not that important.
  - ✚ Aaron shares he thinks there is no need because of vacant positions.
  - ✚ Nia says the midyear should be shortened.
  - ✚ Jacquelyn suggests some feedback is on staff is good so they can have an idea what they can work on.
  - ✚ Fritza shares because most members did submit the evaluations they should matter but can be modified after.
  - ✚ Dena reads Policy 5.2.2



<b>Offered By:</b> Veronica Garcia-Martinez	<b>Seconded by:</b> Aaron Castaneda					
Motion to go into closed session.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion:</b> <b>Passed</b>

✚ Motion rescinded.

**c. Executive Director Position Description:** The Committee will review and take action on the recommended changes to the Executive Director Position Description.

- ✚ Betty reviewed the Executive Director Job description from Bakersfield and Pomona and touched on key concepts the organization will want. She emphasized the verbiage is key so candidates can identify with them.
- ✚ Dr. Jennifer Miller says that a duties as assigned section need to be added at the end of the description and a specific degree.
- ✚ Nia thanks Betty for helping her with the description.
- ✚ Pablo discusses the minor changes of the job description.

<b>Offered By:</b> Aaron Castaneda	<b>Seconded by:</b> Fritza Plasencia					
Motion to suspend closed session items.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion:</b> <b>Passed</b>

**d. Potential Salary Increases:** The Personnel Committee will review and discuss a potential salary increase retroactive to the Interim Executive Director position. (Closed Session Item)

**e. Potential Compensation for University Support:** The Personnel Committee will review and discuss possible monetary compensation for Betty Kennedy and Frangelo Ayran. (Closed Session Item)

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

**V. Reports:**

- a. **ASI Vice President:** Nia Johnson

**VI. Adjournment:**

<b>Offered By:</b> Fritza Plasencia	<b>Seconded by:</b> Aaron Castaneda					
Motioned to adjourn the meeting at 4:14 pm						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion:</b> <b>Passed</b>

Associated Students, Inc.  
Personnel Committee Meeting  
Summary of Actions Taken  
Tuesday, November 6, 2018

**I. Organizational Items:**

- a. **Called to Order** by Nia Johnson

- b. **Roll Call**

- c. **Adoption of Agenda for Tuesday:**

<b>Offered By:</b> Jacquelyn Acosta	<b>Seconded by:</b> Aaron					
Motion to approve the adoption of Agenda for Tuesday, November 6, 2018						
<b>All in Favor</b>	<b>5</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

<b>Offered By:</b> Veronica Garcia-Martinez	<b>Seconded by:</b> Fritza Plasencia					
Motion to move Action Item (a) Executive Director Position Description to Discussion Item.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

<b>Offered By:</b> Aaron Castaneda	<b>Seconded by:</b> Fritza Plasencia					
Motion to move Information Item (b) Executive Director Hiring Timeline to Discussion Item.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

**d. Approval of Minutes (action):**

<b>Offered By:</b> Fritza Plasencia	<b>Seconded by:</b> Aaron Castaneda					
Motion to approve the minutes for Tuesday, October 23, 2018.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

**II. Public Forum/Announcements:**

- a. 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.
  - ✚ Nia could not answer any questions.

**IV. Discussion Items:**

- a. **Executive Director Hiring Timeline:** The Committee will be notified of the edits made to the Executive Director Hiring Timeline.
  - ✚ Time line is talked about and administration share option on the timeline.
- b. **Evaluations:** The Committee will discuss the findings of the Mid-year evaluations
  - ✚ This time around they will keep as is but will decide if mid-year evaluations will affect the end of the year evaluations.
  - ✚ Members shared they still think the mid-year evaluations are important so the staff can know what they are doing correct and what they should or need to work on to better serve the organization.

<b>Offered By:</b> Veronica Garcia-Martinez	<b>Seconded by:</b> Aaron Castaneda					
Motion to go into closed session.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

**c. Executive Director Position Description:**

- ✚ Betty shared the changes she made.
- ✚ Pablo shared his suggestions.
- ✚ Nia wants to have the description finalized hopefully but next Personnel Meeting

- d. **Potential Salary Increases:** The Personnel Committee will review and discuss a potential salary increase retroactive to the Interim Executive Director position. (Closed Session Item)
- e. **Potential Compensation for University Support:** The Personnel Committee will review and discuss possible monetary compensation for Betty Kennedy and Frangelo Ayran. (Closed Session Item)
- f. **Project Lists:** The Committee will review full-time staff project lists.

V. **Reports:**

- a. **ASI President:** Nia Johnson  
  - ↳ None

VI. **Adjournment:**

<b>Offered By:</b> Aaron Castaneda		<b>Seconded by:</b> Veronica Garcia-Martinez	
Motioned to adjourn the meeting at 4:15 pm			
<b>All in Favor</b>	All	<b>Opposed</b>	0
		<b>Abstained</b>	0
		<b>Motion:</b>	Passed

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**CERTIFICATION**

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Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, November 6, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, February 5, 2019

Prepared by:

  
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 Dena Florez  
 Recording Secretary

  
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David San  
 Secretary/Treasure