



Personnel Committee Agenda

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

Type of Meeting: **Special**

Date: **Tuesday, October 9, 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, October 9, 2018
- d. Adoption of minutes for Tuesday, September 25, 2018

II. Public Forum/Announcement:

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

III. Action Items:

- a. **Personnel Committee Code of Procedure Policy 101** – The Personnel Committee will review recommended changes to the policy and take action.

IV. New Business:

- a. **AOA-BUG benefits program via EIA** – the Personnel Committee will review recommended employee benefit changes.

V. Old Business:

- a. **Hiring & Search Updates** – Staff will provide updates on the hiring process for the vacant staff position.
- b. **Midyear Feedback for Professional Staff** – The committee will review the timeline for the midyear evaluation of professional staff.
 - i. **Managing Performance Throughout the Year – Video 4m 26s**
<https://www.lynda.com/Business-Skills-tutorials/Managing-performance-throughout-year/149840/162338-4.html?org=calstatela.edu>
 - ii. **Observing Performance Trends Over Time – Video 5m 12s**
<https://www.lynda.com/Business-Skills-tutorials/Observing-performance-trends-over-time/149840/162345-4.html?org=calstatela.edu>

VI. Discussion

- a. **Project List** - The committee will be updated on the projects that the Staff are undergoing.

VII. Reports:

- a. ASI VP for Administration: **Jesus A. Mora**
- b. ASI Executive Director : **Intef W. Weser**

VIII. Adjournment



Personnel Committee Meeting Minutes

Tuesday, October 9, 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 3:15 pm

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 of Finance</i>	Present
Veronica Garcia-Martinez	<i>VP for External Affairs and Advancement</i>	Present
	<i>Secretary/ Treasurer</i>	N/A
Fritza Plasencia	<i>College of NSS Rep</i>	Present
Nia Allen	<i>Chief Justice</i>	Present
Susie Varela	<i>Human Resources</i>	Unexcused Absence
Dr. Jennifer Miller	<i>University President's Designee</i>	Unexcused Tardy
Intef W. Weser	<i>Executive Director</i>	Present
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	Jacquelyn Acosta
Motion to approve the adoption of Agenda for Tuesday, October 9, 2018			
All in Favor	5	Opposed	None
Abstained	0	Motion: Passed	

d. Approval of Minutes (action):

Offered By:	Veronica Garcia-Martinez	Seconded by:	Jacqueline Acosta
Motion to postpone the minutes for Tuesday, September 25, 2018 until next meeting.			
All in Favor	All	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. Actions Items:

- a. **Personnel Committee Code of Procedure Policy** – The Personnel Committee will review recommended changes to the policy and take action.

✚ Jesus reviewed changes to Policy 101

Offered By:	Aaron Castaneda	Seconded by:	Jacqueline Acosta			
Motion to approve Policy 101 edits.						
All in Favor	All	Opposed	None	Abstained	0	Motion: Passed

✚ Jacqueline discussing changes for Section 4 last line about service hours.

✚ Intef suggesting two ideas for Jacqueline's concern.

✚ Discussion of clarification of Policy 101 4a.

Offered By:	Aaron Castaneda	Seconded by:	Jacqueline Acosta			
Amendment Change Section 4a. Chair will accept nominations for the Vice Chair position with the majority consent of the committee for appointment.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

Offered By:	Aaron Castaneda	Seconded by:	Jacqueline Acosta			
Amendment to Article IV, Section I, General meeting person of committee should meet on a bi-weekly interval.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

✚ Aaron's discussion of importance of amendment to ASI organization.

✚ Nia's concern about the time adjustment to accommodate amendment above.

✚ Fritza suggest starting meeting earlier.

✚ Vero agrees, but concerned with the time.

✚ Jesus suggest to add March meetings.

✚ Dena clarifying meeting details for October meetings.

✚ Nia wants frequency with meetings but it is not necessary to add this amendment.

IV. New Business:

- a. **AOA-BUG benefits program via EIA** – The Personnel Committee will review recommended employee benefit changes.

✚ Intef reviews the AOA-BUA benefits program with everyone. Intef explains how pro staff get their benefits. Intef explains how the new package will cover more and will bring the cost down 13%. Intef then asks for any questions.

✚ Aaron wanted clarification on why the new plan is better.

✚ Intef tells Aaron the amount won't be shown until the following month.

V. Old Business:

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

✚ Intef checking in that his Executive Assistant interviews have started. Senior Coordinator passed background and will meet with committee for finalize.

✚ Aaron asks Dr. Jennifer Miller about hiring procedure.

✚ Dr. Jennifer Miller giving everyone a detailed step by step of the hiring procedures and where ASI is with the Senior Coordinator position.

✚ Nia Allen asks Dr. Jennifer Miller if the hiring procedure is an actual written document.

✚ Dr. Jennifer Miller reply's there is no actual written policy its standard comprehension procedure.

✚ Nia asked for clarification of procedures having to do with hiring and the Division of Student life.

✚ Aaron touched on the fact that there is no written procedure of hiring so why was their issue with Student life division saying ASI did not follow the policy.

- ✚ Dr. Jennifer Miller responded that ASI has always had two management personnel that attend the trainings and meetings and are given the same information as other directors.
- ✚ Aaron's concern to Dr. Jennifer Miller is that if there is no written policy then why the Division of Student Life has said ASI is not following procedures correctly.
- ✚ Dr. Jennifer Miller responds to Aaron that the managers have been informed on many occasions about the procedures so it is not a surprise and she does not want to embarrass anyone.
- ✚ Dena asks Dr. Jennifer Miller where she can find a standard policy.
- ✚ Dr. Jennifer Miller responds to contact Pablo from Human Resources for the standard policy of the hiring process.
- ✚ Nia asks if Dr. Jennifer Miller can provide her with the documentation of the information that the management team when they attend the meetings.
- ✚ Dr. Jennifer Miller responds that she has verbally spoken to Marcus and Intef about the procedures and they can share the email between them if they choose to.
- ✚ Intef touches on how the issue with the hiring this time is that the Division of Student Life did not agree on the candidate ASI chose.
- ✚ Aaron ask Dr. Jennifer Miller if it's the same procedure they did when hiring Ashley back 2014.
- ✚ Dr. Jennifer Miller responds no there are different opinions on that matter.
- ✚ Aaron states ASI need to make a hiring procedure policy.
- ✚ Dr. Jennifer Miller clarified the mistake was making an offer before the correct procedures were followed.

b. **Midyear Feedback for Professional Staff** – The committee will review the timeline for the midyear evaluation of professional staff.

- i. **Midyear Performance Throughout the Years – Video 4m 26s** <https://www.lynda.com/business-skills-tutorials/managing-performance-throughout-year/149840/162338-4.html?org=calstatela.eedu>
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VI. Discussion:

a. **Project List-** The committee will be updated on the projects that the Staff are undergoing.

- ✚ Dena letting everyone know the GIA amount has increased and some will get a retro, US Bank oversight keeping in in-line and importance of travel claims. Strengthening the discounted ticket sales policy.
- ✚ Intef mentions the importance of meetings regarding elections, timeline, and budgets.
- ✚ Aaron asked Intef to confirm he provided Nia with a policy draft of granted donations.
- ✚ Intef responds yes that he did send it to Nia.
- ✚ Nia states no he did not.
- ✚ Intef said he will email her them.
- ✚ Aaron questions what is on the document if it is true or not.
- ✚ Nia wants Chief of Justice to elaborate what are the procedures for ASI's minutes and who is in charge of them.
- ✚ Nia Allen mentions the September 11, 2018 minutes for the Executive Committee are the only ones provided. Not all minutes are on the committees.
- ✚ Intef responds that he is working with Dena for the minutes to get done with the help of the assistant staff.
- ✚ Nia's concern that the minutes should be done.
- ✚ Marcus shares his projects lists.
- ✚ Aaron asks about Gus' projects.
- ✚ Marcus responds to Aaron Gus' focuses on the projects on the calendar.

- VII. Reports:
 - a. ASI Vice President for Administration: Jesus Mora
 - b. ASI Executive Director: Intef W. Weser

VIII. Adjournment:

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

CERTIFIED

Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, October 9, 2018

I. Organizational Items:

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

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	Jacquelyn Acosta			
Motion to approve the adoption of Agenda for Tuesday, October 9, 2018						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Veronica Garcia-Martinez	Seconded by:	Jacqueline Acosta			
Motion to postpone the minutes for Tuesday, September 25, 2018 until next meeting.						
All in Favor	All	Opposed	None	Abstained	0	Motion: Passed

II. Public Forum/Announcements:

a. None

III. Actions Items:

Offered By:	Aaron Castaneda	Seconded by:	Jacqueline Acosta			
Motion to approve Policy 101 edits.						
All in Favor	All	Opposed	None	Abstained	0	Motion: Passed

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Amendment Change Section 4a. Chair will accept nominations for the Vice Chair position with the majority consent of the committee for appointment.						
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Offered By:	Aaron Castaneda	Seconded by:	Jacqueline Acosta			
Amendment to Article IV, Section I, General meeting person of committee should meet on a bi-weekly interval.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

IV. New Business:

a. Reviews of the AOA-BUA benefits program for pro staff.

⚡ Intef reviews with everyone the benefit program and what it will cover.

V. Old Business:

a. Hiring & Search Updates

⚡ Dr. Jennifer Miller shared the step by step of the hiring procedures and where ASI is with the Senior Coordinator position.

VI. Discussion:

a. Project list

✦ Pro staff shares a list of their individual project list.

VII. Reports:

a. ASI Vice President for Administration: Jesus Mora

b. ASI Staff: Intef W. Weser

VIII. Adjournment:

Offered By:	Aaron Castaneda	Seconded by:	Veronica Garcia-Martinez			
Motioned to adjourn the meeting at 4:15 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, October 9, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, October 23, 2018

Prepared by:



Dena Florez
Recording Secretary



David San
Secretary/Treasurer