



Personnel Committee Meeting

Minutes

Tuesday, September 10, 2019

Type of Meeting: General

Time: 3:15-4:15 pm

Location: ASI Conference Room

Attendees: Committee Members, General Public

Organizational Items:

a. Called to Order by Teady Ochoa at 3:16pm

b. Roll Call

Aaron Castaneda	<i>President</i>	Present
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Christopher Koo	<i>Vice President for Finance</i>	Present
Joceline Rivera Jimenez	<i>VP for External Affairs and Advancement</i>	Present
David San	<i>Secretary/ Treasurer</i>	Present
Alexander Berry	<i>Chief Justice</i>	Present
Susie Varela	<i>Human Recourses</i>	Unexcused Tardy , Present @ 3:26
Jennifer Miller	<i>University Designee (For Dr. Jennifer Miller)</i>	Unexcused Tardy
Christopher Johnson	<i>Staff Support Director</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present

c. Adoption of Agenda for Tuesday:

Offered By:	Jacquelyn Acosta	Seconded by:	Aaron Castaneda
Motion to approve the adoption of Agenda for Tuesday, September 10, 2019. Consensus to approve the agenda- Consensus Reached			
All in Favor	ALL	Opposed	0
Abstained	0	Motion: Passed	

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo
Motion to approval of the minutes for Tuesday, August 27, 2019. Consensus to approve the minutes- Consensus Reached			
All in Favor	All	Opposed	0
Abstained	0	Motion: Passed	

Public Forum/Announcement:

- a. This time is allotted for the public to address the Board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.

✚ None

Information Items:

b. **Policy 101:** The Committee will review the policy Personnel Committee Code of Procedure.

- + Christopher Koo: *(Is reading Article 1 in Policy 101 to the committee.)*
- + Joceline Rivera Jimenez. *(Is readying Article 2 in the Policy 101 to the committee.)*
- + Aaron Castaneda: *(Is reading Policy 101 to the committee.)*
- + Jacquelyn Acosta: *(Is reading Article 3 in Policy 101 to the committee.)*
- + David San: *(Is reading 4 and 5 to the committee.)*

Discussion Items:

c. **Mid-Year/Annual Evaluation:** The Committee will review new template for Mid-Year Evaluations.

- + Teady Ochoa: *(Teady is reviewing the Mid-Year/Annual Evaluation with the Committee.)*
- + Aaron Castaneda: In terms of the evaluations itself, last year only a certain people do evaluations for a certain staff. Now, we obviously change the evaluation to what it is now to make it easier for everyone because last year it was the Student Life evaluations which was 50 questions...We are encouraging people from the Baird of Directory, Representative at large and the College rep to fill out the staff evolutions for all staffs... *(Talk more about specific area do specific staff evolution.)*
- + Damarea Parker: We should do like a 360 review. *(Talked about how staff should evolution student on their role.)*
- + Aaron Castaneda: Maybe once you received your evaluations result, maybe you can see what you may change. For example if you received your evaluations back and it said this are needs more support. Then you should sit with them more and give them support.
- + Dena Florez: I know the 360 was mention and we are here now with this. So we should build up on this toward 360...
- + Damarea Parker: I differently agree. It was just a question that was opposed. Definitely not now, it was just a thought to think about...
- + Teady Ochoa: What did you guys think about the questions? *(State that she likes the question.)*
- + Joceline Rivera Jimenez: Is this going to be for the individual, right?
- + Aaron Castaneda: When you fill out the evaluations you do have to sign off on it. The evaluator will not expose that information to the staff... *(Informing the committee that personal information is confidential.)*
- + Alexander Berry: Where is the signature box?
- + Aaron Castaneda: Yeah there'll be a new box on the form.

d. **Mid -Year Feedback for Professional Staff:** The Committee will review the timeline for the midyear evaluation of professional staff.

- + Teady Ochoa: *(Is reviewing the Mid -Year Feedback for Professional Staff with the committee. Teady is informing the committee about the process and what is going to happen after the evaluations is done.)*
- + Aaron Castaneda: We don't have an Executive Director or Interim Directory right now. This is a feedback...This is just an opportunity for staff to find where all the student are at...This is going to be in my office for right now. This feedback will get sent back to HR at the end when the feedback is received by you.
- + Damarea Parker: *(Reviewing who will participate in the process of the Mid-Year Feedback for Professional Staff with the committee.)*
- + Teady Ochoa: We made changes in number 7 like instead of return Staff evaluations to Dean of student it'll say it'll return to the ASI President. Another one is the Executive Director, we'll take off...
- + Aaron Castaneda: We'll be talking about the feedback with HR...When we do the end of the year, that's a different story.

- e. **Interim Executive Director Update:** The Committee will receive an update on the status of the Interim Executive Director process.
- ✚ Aaron Castaneda: The search committee meeting will be meeting this week. We'll be opening up the application again. The window had remain open, but there is an end date. Then we will repost the position up again...We will put open until fill. We currently have two identify candidate. The goal is to have no less than three candidate.
 - ✚ Jacquelyn Acosta: When is your deadline because it's been 11 months now?
 - ✚ Aaron Castaneda: We are trying to close it up but one of the candidate withdrew. We are trying to do it as soon as possible but because one candidate withdrew we have to open the position again. Then we bring it to HR... *(Informing the committee about what is the process of hiring the new ED.)*
 - ✚ Teady Ochoa: Also Christopher will be helping us in ASI. *(Teady informing the board that Christopher Johnson will be in ASI to support the representatives.)*
- f. **Staff Support:** The Committee will address concerns in staff support among student leaders
- ✚ Aaron Castaneda: I had a meeting with Chiropter Johnson yesterday interim of how are we are going to move forward...We'll go area by area. To start off, Gus *(Aaron talks more about Gus' area.)* Then Christopher Johnson will sign the bank card RPP and seeing all those transaction being done. Damarea is more hands on *(Aaron talks more about Damarea's area.)* Dena will be doing more of the aspect of the paperwork *(Aaron talks more about Dena's area.)* Christopher Koo will have support from Dena and John will help him. David will have support in GIA. Jacky she has memo creation. Dena allow her student assistant to help Jacky...Joceline is a little bit more complicated. Damarea knows a little bit about this but she needs more support. I have spoken with Betty about his and she did agree so we are looking for someone to fill Marcus position. Damarea will do his best to support that area until we get someone. Me, I'll be working with all staffs and making sure everything is functioning as good as possible. I have ask Christopher Johnson to give us support...*(Aaron is informing the committee that Chrsitopher Johnson will be coming in to ASI office to meet with the staff and get update on how ASI is run.)* Is there something in your area that is missed?
 - ✚ Jacquelyn Acosta: I feel like since he is new, we should introduce ourselves so that he can know us...
 - ✚ Joceline Rivera Jimenez: *(Joceline Rivera Jimenez is introducing herself.)*
 - ✚ Jacquelyn Acosta: *(Jacquelyn Acosta is introducing herself.)*
 - ✚ Christopher Koo: *(Christopher Koo is introducing himself.)*
 - ✚ Teady Ochoa: *(Teady Ochoa is introducing herself.)*
 - ✚ Alexander Berry: *(Alexander Berry is introducing himself.)*
 - ✚ David San: *(David San is introducing himself.)*
 - ✚ Christopher Johnson: *(Christopher Johnson is introducing himself.)*
 - ✚ Aaron Castaneda: If there is anything that we talked about in the board of director please let me know.
- g. **Front Desk Assistant:** The Committee will receive an update on the open position of Front Desk Assistant.
- ✚ Dena Florez: We have a student but she has a life scan. We'll be offering the position to Sophia. Keomi's last day is this Friday so we have to repost the position again. The life scan is what takes the longest.
- h. **ASI Graphics and Production Assistant:** The Committee will receive an update on the status of the Graphics and Production Assistant search process.
- ✚ Teady Ochoa: Gus has inform me that he have picked the candidate but now he is just checking on his references. After that he'll come up with his final decision.
 - ✚ Gustavo Salazar: It's hard to make the decision, but right now we are working on it...

Action Items:

- a. **Appointment of Vice Chair:** The Committee shall appoint a member from the committee to Vice Chair for the Personnel Committee
- ✚ Christopher Koo: I nominate Aaron Castaneda.

- ✚ Aaron Castaneda: I declined, I nominate Cristopher.
- ✚ Christopher Koo: I declined.
- ✚ Aaron Castaneda: I nominate Jacquelyn Acosta.
- ✚ Jacquelyn Acosta: I declined
- ✚ Aaron Castaneda: I nominate Joceline Rivera Jimenez.
- ✚ Joceline Rivera Jimenez: I respectfully declined.
- ✚ Aaron Castaneda: I nominate David San.
- ✚ David San: I accept.
- ✚ Damarea Parker: David what is currently on your plate?
- ✚ David San: What is currently on my plate is my classes and all of the other meetings...
- ✚ Aaron Castaneda: If you run into conflicts you can always get support from Dena and myself.
- ✚ Dean Florez: Just to let you know you do have student assistant to do you your minutes.
- ✚ Jacquelyn Acosta: What do you need a vice chair for?
- ✚ Dean Florez: You need a vice chair so that they can review the minutes and they'll chair is chair is not available.

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to appoint David to Vice Chair						
All in Favor	3	Opposed	1	Abstained	1	Motion: Not Passed

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to postponed move the appointment to vice chair to the next meeting. Consensus- Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Reports:

a. ASI Vice President for Administration: Teady Ochoa

- ✚ Teady Ochoa: I'll go ahead and make those changes for that next meeting. I'll also work on Mid year evolution and add the last box for signature.

b. ASI Interim Executive Director:

c. Representative from the University's Office of Human Resources Management:

Adjournment:

Offered By:	Jacquelyn Acosta	Seconded by:	Christopher Koo			
Motion to adjourn meeting at 3:15PM Consensus- Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, September 10, 2019**

Organizational Items:

- a. Called to Order by by Teady Ochoa at 3:16pm.
- b. Roll Call

Aaron Castaneda	<i>President</i>	Present
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Christopher Koo	<i>Vice President for Finance</i>	Present
Joceline Rivera Jimenez	<i>VP for External Affairs and Advancement</i>	Present
David San	<i>Secretary/ Treasurer</i>	Present
Alexander Berry	<i>Chief Justice</i>	Present
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Jennifer Miller	<i>University Designee (For Dr. Jennifer Miller)</i>	Unexcused Tardy
Christopher Johnson	<i>Staff Support Director</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present

c. Adoption of Agenda for Tuesday:

Offered By:	Jacquelyn Acosta	Seconded by:	Aaron Castaneda
Motion to approve the adoption of Agenda for Tuesday, September 10, 2019. Consensus to approve the agenda- Consensus Reached			
All in Favor	ALL	Opposed	0
All in Favor	ALL	Opposed	0

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo
Motion to approval of the minutes for Tuesday, August 27, 2019. Consensus to approve the minutes- Consensus Reached			
All in Favor	All	Opposed	0
All in Favor	All	Opposed	0

Public Forum:

- a. This time is allotted for members of the public to address the committee.

None

Information Items:

- a. Policy 101: The Committee will review the policy Personnel Committee Code of Procedure..

Teady Ochoa: (Teady review Policy 101 with the committee.)

Discussion Items:

- a. **Mid-Year/Annual Evaluation:** The Committee will review new template for Mid-Year Evaluations.

Teady Ochoa: (Teady is reviewing the Mid-Year/Annual Evaluation with the Committee.)

- b. **Mid-Year Feedback for Professional Staff:** The Committee will review the timeline for the midyear evaluation of professional staff.

Teady Ochoa: (Is reviewing the Mid -Year Feedback for Professional Staff with the committee. Teady is informing the committee about the process and what is going to happen after the evaluations is done.)

- c. **Interim Executive Director Update:** The Committee will receive an update on the status of the Interim Executive Director process.

✚ Aaron Castaneda: (Aaron Castaneda is updating the committee about the search for Interim Executive Director.)

d. **Staff Support:** The Committee will address concerns in staff support among student leaders.

✚ Aaron Castaneda: (Aaron Castaneda is informing the committee about Staff Support.)

e. **Front Desk Assistant:** The Committee will receive an update on the open position of Front Desk Assistant.

✚ Dena Florez: (Dena Florez is updating the committee about the front desk position.)

f. **ASI Graphics and Production Assistant:** The Committee will receive an update on the status of the Graphics and Production Assistant search process.

✚ Gustavo Salazar: (Update the committee about ASI Graphics and Production Assistant search.)

Action Items:

a. Appointment of Vice Chair: The Committee shall appoint a member from the committee to Vice Chair for the Personnel Committee.

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to appoint David to Vice Chair						
All in Favor	3	Opposed	1	Abstained	1	Motion: Not Passed

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to postponed move the appointment to vice chair to the next meeting. Consensus- Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Reports:

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

✚ Tedy Ochoa: (Gave her report)

b. **ASI Interim Executive Director:**

c. **Representative from the University's Office of Human Resources Management:**

Adjournment

Offered By:	Jacquelyn Acosta	Seconded by:	Christopher Koo			
Motion to adjourn meeting at 3:15PM Consensus- Consensus Reached						
All in Favor	All	Opposed	0	All in Favor	All	Opposed

CERTIFICATION

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, September 10, 2019 in the ASI Conference Room. Consensus by the ASI Personnel Committee on: Tuesday, September 24, 2019.

Prepared by:

Dena Florez
Recording Secretary

David San
Secretary/Treasurer