



ASI Personnel Committee Meeting

Minutes

Tuesday, August 27, 2019

Type of meeting: General

Time: 3:15 – 4:15 pm

Location: ASI Conference Room 203, University-Student Union

Attendees: Committee Members, General Public

I. Organizational Items:

a. Called to Order by Teady Ochoa at 3:15 pm

b. Roll Call

Aaron Castaneda	<i>President</i>	Present
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Christopher Koo	<i>Vice President of Finance</i>	Present
Joceline Rivera-Jimenez	<i>VP for External Affairs and Advancement</i>	Present
David San	<i>Secretary/Treasurer</i>	Present
Alex Barry	<i>Board Member</i>	Present
Pablo Ortega	<i>Human Resources</i>	Excused Absence
Jennifer Miller	<i>University Designee</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:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to approve the adoption of Agenda for August 27, 2019						
All in Favor	Consensus	Opposed	None	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Christopher Koo	Seconded by:	Jacquelyn Acosta			
Motion to approval of the minutes for March 5, 2019						
All in Favor	Consensus	Opposed	None	Abstained	0	Motion: Passed

- II. **Public Comment:** 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

III. Discussion Items

- a. **Mid-Year/Annual Evaluation Policy:** The Committee will discuss recommended amendments to the current Evaluation Policy.

- ✚ Next meeting discussion with Susie Varela upcoming
- b. **Pending Vacancy of ASI Interim Executive Director/Director of Government Affairs and Leadership Programs:** The committee will be informed of the pending vacancy of the ASI Interim Executive Director/Director of Government Affairs and Leadership Programs, and discuss next steps.
 - ✚ Marcus Rodriguez leaving 9/06/19
 - ✚ Next steps: Sept. 9 support system from student life
 - Organization still function
 - 1. Continue business operation
 - 2. Signature authority
 - 3. Students are supported
 - Last time we had Frangelo/Betty, Christopher Johnson/Jennifer Celaya Davis met with them on Monday and set expectations
 - All staff report to ASI President
 - Christopher Johnson to meet with staff
 - ✚ Legislative Affairs suggest to have temp position
 - ✚ Next personnel meeting will have job assignments
 - ✚ Census 2020 – Luz will be in the office. Luz will have a meeting with Marcus before Marcus leave.
- c. **Executive Director Position Update:** The Committee will receive an update on the status of the Executive Director Search process.
 - ✚ Search committee to meet next week, no later than close of calendar year.
- d. **ASI Graphics and Production Assistant:** The Committee will receive an update on the status of the Graphics and Production Assistant search process.
 - ✚ Next week fill in position

IV. Reports:

- a. ASI Vice President for Administration
 - ✚ Changes in mid-year, annual stays the same
- b. ASI Interim Executive Director
 - ✚ Internal Audit, has moved to level 2. Hoping by end of next week External; anticipation no findings
 - ✚ Procedure: needs to have more meetings
 - Looking for business continuity
 - WASC tools
 - Betty would like to have a transition meeting
 - Meeting with Christopher Johnson
 - Email transition
 - Elections (Tuesday 9 am)
- c. Representative from the University's Office of Human Resources Management
 - ✚ Pleasure working with Marcus
- d. University President's Designee
 - ✚ Here to support

V. Adjournment:

Offered By:	Christopher Koo	Seconded by:	David San			
Motioned to adjourn the meeting at 3:42 pm.						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

**Associated Students, Inc.
Strategic Planning Committee Meeting
Summary of Actions Taken
Tuesday, August 27, 2019**

I. Organizational Items:

a. Called to Order by Teady Ochoa at 3:15 pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	Christopher Koo			
Motion to approve the adoption of Agenda for August 27, 2019						
All in Favor	Consensus	Opposed	None	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Christopher Koo	Seconded by:	Jacquelyn Acosta			
Motion to approval of the minutes for March 5, 2019						
All in Favor	Consensus	Opposed	None	Abstained	0	Motion: Passed

II. Public Forum/Announcements:

III. Discussion Items:

IV. Reports:

V. Adjournment:

Offered By:	Christopher Koo	Seconded by:	David San			
Motioned to adjourn the meeting at 3:42 pm						
All in Favor	5	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the Strategic Planning Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, August 27, 2019 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on:

Prepared by:

Dena Florez
Recording Secretary

David San
Secretary/Treasurer