



# Personnel Committee Meeting

## Minutes

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Tuesday, October 08, 2019

Type of meeting: Special

Time: 3:15-4:15 pm

Location: ASI Conference Room U-SU 203

Attendees: Personnel Committee Members, General Public

### I. Organizational Items:

#### a. Called to Order by Teady Ochoa at

#### b. Roll Call

Aaron Castaneda	<i>President</i>	Present
Teady Ochoa	<i>Vice President for Administration</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
Alexander Berry	<i>Chief Justice</i>	Present
Susie Varela	<i>Human Resources</i>	Present
Dr. Jennifer Miller	<i>University President's Designee</i>	Unexcused Absence
Christopher Johnson	<i>Staff Support Director</i>	Unexcused Tardy, Present @ 3:22PM
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present

#### c. Adoption of Agenda for Tuesday, October 8, 2019

<b>Offered By:</b>	Aaron Castaneda	<b>Seconded by:</b>	Christopher Koo
Motion to approve the adoption of Agenda for Tuesday, October 8, 2019			
Consensus to approve the agenda – Consensus reached.			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion:</b>			

#### d. Adoption of minutes for Tuesday, September 24, 2019

<b>Offered By:</b>	Aaron Castaneda	<b>Seconded by:</b>	Jacquelyn Acosta
Motion to Postponed the minutes for Tuesday, September 24, 2019			
Consensus to approve the minutes – Consensus reached.			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion:</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.

- N/A

### III. Discussion:

a. **Mid-Year/Annual Evaluation:** The Committee will receive an update on Mid-year Evaluations.

- Teady Ochoa: I have sent out the Mid-Year evolution and please have it done by October 18, 2019. (*Teady is informing the committee what to do after completing the evolution.*)
- Aaron Castaneda: I have received two.

- Teady Ochoa: I'll be sending out a reminder.
  - Alexander Berry: I'll have my committee do it tomorrow morning.
- b. **Staff Support Update:** The Committee will discuss the finalized updates on how areas are looking in staff support and addressing any concerns.
- Aaron Castaneda: (*Aaron Castaneda is providing more content.*)
  - Teady Ochoa: It's not under my area...I think we should have a clearer vision with Lobby corps, Screaming eagle...
  - Joceline Rivera Jimenez: I'm currently looking at that.
  - Aaron Castaneda: Also working with David to see who needs to sit on committees...I know Damarea sent out an email yesterday saying when to post the agenda...
  - Dena Florez: Also, the staff is trying to be supportive...If you may let us both know me and Damarea, in the case where one of us is not in the other one knows.
  - Jacquelyn Acosta: So, who is respond for applications?
  - Damarea Parker: So, the applications come to me and I CC David on it... there was a time where the website was down.
  - Jacquelyn Acosta: I want to be getting the external applications.
  - Aaron Castaneda: I agree to that but also, we have a production excel that was share with everyone to keep track of everyone who is applying...So if you are going to submit your agenda the same day, please let the staff know.
  - Teady Ochoa: I know that some application was lost because of rebut of the website...
- c. **Executive Director Update:** The Committee will receive an update on the status of the Executive Director process.
- Aaron Castaneda: Next week the research committee will be meeting for the first time in this new process. We do have new application that came through; strong candidates... we will be choosing 3-4 candidates to do the phone interview...
- d. **Executive Director Hiring Timeline:** The Committee will discuss a potential Executive Director Hiring Timeline.
- Aaron Castaneda: After we conduct the phone interviews the goal is to conduct the on-campus interview around November. The challenge with that is that it's going to be an all-day for them. They won't be just meeting with search committee. They'll be meeting with the campus and student life...They also have to get life scanned; it's going to be an all day. We have to make sure the schedule lines up...This is already month 12 and we were really close last time.
  - Jacquelyn Acosta: Does this process need to end to start the other.
  - Aaron Castaneda: Yes, this was actually recommended by HR. That's what me and Dena thought too but there is a concerns and challenge...They wanted us to hire the ED first then they can hire the other person
  - Dena Florez: Since is our goal is to have a selection by December. Can we post the other job post and start receiving application so then when we have the ED we can start looking at the other job application...If we post it by the end of December, then we can give them two weeks to start receiving applications.
  - Jacquelyn Acosta: The reason why I'm asking it's because to me that not possible. We have a terrible strand with hiring, Damarea took like a whole year to get hire so I don't think it's realistically to get that position filled within the four months span.
  - Christopher Johnson: Usually it's helpful to have that person so that they can have input...We want to be able to move as quickly as possible so that all the job description is ready and loaded.
  - Aaron Castaneda: I understand it's getting done in four months...We were fortunate that two of the students who were sitting on the search committee have returned so for the future we might not have that... If we don't have student return that means, there's no student in the search committee...This is why we want to keep the time frame within four months...It's all mostly done...

- Jacquelyn Acosta: When it comes to the job description, if we wait for that person to get hire and received their input then shouldn't it come to personal. Or would they do it and it comes to personal?
- Aaron Castaneda: We can bring it to personal and discuss about it but, it can also come to me and I can just sign it and say it's good to go...
- Jacquelyn Acosta: I'm asking because Christopher Johnson said to wait so that the ED can see how that position looks like.
- Aaron Castaneda: That's best practice but if we don't want to wait any longer we can post it up before the ED comes in...
- Jacquelyn Acosta: I just want to say this organization has been under staff for so long and I think it's unfair to our representatives and the students in general. I just don't want the student to wait so long so that's my urgency...
- Dena Florez: So, you are saying we can post this in December...In November Damarea will be going to NASPA so that's going to be a great opportunity for him to put it out there. HR post it on HireEd...
- Teady Ochoa: So, we only have three meetings after today. Would you want to talk about the job description next meeting?
- Jacquelyn Acosta: I think we should have this as a discussion item for next meeting. If we were to post this up in December, the ED would still have the input...
- Aaron Castaneda: We can have it upload for the next meeting. We can start forming the search committee...
- Teady Ochoa: Are we still keeping the time frame still?
- Aaron Castaneda: Yes, that is the goal. We were close to get this done but then we had an issue around April in terms how the climate was and then summer hit...
- Damarea parker: Seeing how you all have the timeline; you should start looking at who should sit in the committee and formulate those process. You can recommend but they can accept or deny.
- Teady Ochoa: Would you want to see the description.
- Aaron Castaneda: You can but we post it already.

**IV. Reports:**

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

- Teady Ochoa: I'll post up the other one next meeting. I also feel like my meetings are repetitive, so I'll be meeting with Dena to help me out.

**b. ASI Staff:**

- Unknown: I'm available to review the description, I'm not sure how it works out with the executive but feel free to send me the most updated version so that you may share it in your meeting.
- Dena Florez: I'm looking forward to seeing the Mid-Year Evolution seeing how you have it all organized and everything. I have the most recent Governance Affairs so I'll send that over to Aaron so you may talk to HR. So today we interview three candidates for the front desk. This will free up Sithyna, she has done amazing work. She has been trying to do both job; her and Amanda. But I think we have a candidate that was suggested. I'll be making an offer tomorrow and have them to get started...
- Jacquelyn Acosta: Is Tina still my assistant?
- Dena Florez: Yes...
- Aaron Castaneda: Encouraging you area to do their evolution?

**V. Adjournment:**

<b>Offered By:</b> Aaron Castaneda	<b>Seconded by:</b> Christopher Koo
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Motioned to get consensus to the meeting at 3:55PM						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

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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, October 08, 2019 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, October 22, 2019.

Prepared by:

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**Dena Florez**  
**Recording Secretary**

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**David San**  
**Secretary/Treasurer**

