



Personnel Committee Meeting

Minutes

Tuesday, November 5, 2019

Type of meeting: General

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 3:15 PM

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>	Excused Absence
Dr. Jennifer Miller	<i>University President's Designee</i>	Excused Absence
Damarea Parker	<i>Senior Coordinator of Student Engagement & Outreach</i>	Excused Absence
Christopher Johnson	<i>Staff Support Director</i>	Excused Tardy, Present @ 3:25PM
Dena Florez	<i>Office Manager of Administration & Services</i>	Present
Pandian Rajaram	<i>Civic Engagement Officer</i>	Present
Ameya Ingale	<i>College of Engineering, Computer Science, and Technology Representative</i>	Present

c. Approval of the Agenda November 5, 2019

Offered By:	Christopher Koo	Seconded by:	David San
Motion to approve the adoption of Agenda for Tuesday, November 5, 2019 Consensus to approve the agenda – Consensus reached.			
All in Favor	7	Opposed	0
		Abstained	0
		Motion:	Passed

d. Approval of minutes for October 22, 2019

Offered By:	Christopher Koo	Seconded by:	David San
Motion to approve the meeting minutes for Tuesday, October 22, 2019 Consensus to approve the minutes – Consensus reached.			
All in Favor	7	Opposed	0
		Abstained	0
		Motion:	Passed

II. 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

III. Discussion:

- a. **Mid-Year/Annual Evaluation:** The Committee will receive an update on Mid-Year Evaluation timeline.
- Teady: I edit the timeline on here just because of like last meeting, so people are able to see what the timeline consist of and why the dates are assigned when their assigned.
 - Aaron: Yea, umm so all the evaluations have been sent to HR, for their review of it. Umm, I am still working on my evaluations in terms of writing them out have them review by HR, umm have them be conducted with the staff individually, umm with the next personnel meeting the last one of the semester we will going to turn it to close session to express and discuss the results of the evaluation, the only person that would probably not be evaluated is Guz. Guz will be on leave during that time period, so close session will be the two other staff people to be evaluated for the Mid-Year Review. That's all the information I have.
 - Teady: Thank you, so I won't go over the timeline but that is able to review, if you guys have any questions and then again on next umm agenda, just kind of reiterating what Aaron said, we will have close session and review evaluations. Any further discussion on Mid-Year/Annual Evaluation?
 - Dena: I'm sorry I think I missed it, so before the personnel committee goes to close session, we will have a one-on-one?
 - Aaron: Yes.
 - Dena: Ok, Thank You.
 - Teady: Any further discussion on Mid-Year Evaluations? Alright seeing none, we will move on to Director of Government Affairs and Leadership Programs.
- b. **Director of Government Affairs & Leadership Programs:** The Committee will review the description of the position
- Teady: So I just added this because I wanted to remember, so what we said was we agreed on the description, we are just going to send it to HR so that they could correct any bad wording and how to make it better and then we are going to open up the application early January and then hopefully hire by April.
 - Aaron: Yea umm, this week because I didn't have much time last week because it was hectic, I will be emailing people to potentially sit on the search committee for that umm position, my vision for that position is to have 3 students which will entail the chair of personnel committee, once executive officer, and either an academic senator or college representative that doesn't umm, that does have time to actually meet because this is going to be umm, a very long process to meet for potential interviews, phone interview's, and on campus interviews, and reviewing applications and all that stuff. And umm it's time consuming. Umm whoever is available I have an idea on that, I won't sit on this search committee because technically right now I am considered the hiring manager until the new ED comes in, so there will be another executive officer sit on there. Umm and we are going to have to reach out to people within the university that are closely pretty closely involved with what the Director of Government Affairs does and see if they will like to sit on it as well. The issue will be if they could sit on it, because of time, because once again, it will be a long process and time consuming. But I will reach out to those people sometime this week and when we meet again in two weeks I should be able to announce who will sit on the search committee of seven people and ohh, there will be a staff person of ASI who sits on that search committee as well.
 - Teady: Sounds good. Thank you, Aaron. Any Further discussion on the Director of Government Affairs? Alright, seeing none, we will move on to 360 Evaluations.
- c. **360 Evaluations:** The Committee will be discussing a potential evaluation that can be introduced to evaluate student staff.
- Teady: I was talking to Dena, and she was telling me to introduce this as it is a way for students to evaluate themselves and their report to evaluate them. Right? (Dena: yes)
 - Dena: Prior to Marcuz leaving umm we had already been talking in our staff meetings, possibly taking on the 360 evaluations for out student assistants, umm which we feel we would better empower them to see and kind of help them along their way, umm while a full 360 probably wouldn't be the best we took kind of the best of the 360, we expanded more currently, in the past, I guess their evaluation was made up of 5 components, if you click on this you would see, that we've increased it to almost 13 components and it used to be like 5 different categories you could fall into. Umm this is something along the lines, instead what we are doing is meet with them orderly to see if there is progress, how are they doing, how can we best help you, umm are you having any difficulties in anything,

they could actually take this and would be able to evaluate themselves. So, then you guys would evaluate yourself and tell me, you know how you feel about what you are doing, do you feel that you have all the skills you need to do your job, do you have the tools and resources, do you feel you are getting support, that kind of thing. So we are looking at this and then coordinately we will be sitting down and talking to them at the end of the year, at the annual review, and correct me if I am wrong, I think it's umm, they would be eligible for a possible salary adjustment. We are taking away merit, umm we are not necessarily calling it merit, it is called the salary adjustment, umm and also given the fact that, I think July 1, we are entering the final minimum wage so as of July 1, 2020 our student assistants will be at the max minimum wage which will be \$15. So, after that we will see how it goes, probably looking at revising, the student staff evaluation to make it more of percentage as opposed to a flat 15 cents increase or 25 increase, whatever it is. Umm, but this is the form, I don't know if the personnel committee has seen it, but this is the form that they have adopted it and it's kind of grown, umm if you have any questions, so like I said we took the best of the best of the 360 and just kind of simplified it and we will be doing cordially, umm what's the word I want to use? Conversations with them.

- Teady: *(Recognizes Christopher Johnson at 3:25pm)*
- Teady: Umm, we are still in the works of scheduling a meeting, between me, you and guys to kind of talk about this because I have not been able to. *(Dena acknowledges the statement)* Do you guys have any discussion in looking at this? umm or in any way it can be better or need further discussion on 360? Alright...
- Aaron: To clarify? This is going to be a quarterly thing.
- Dena: We could sit down and treat this as a quarterly item, we will sit down, and we will go over hit this target points with them, as I said, how are you doing, how can we help you and get where they are at. But the annual that would be where we go in here and we say ok, this is the end result of this so, that for them there are no surprises and I think the quarterly is a good time frame to do it in, there are no surprises and it will help better finish strong.
- Teady: Aaron
- Aaron: I mean I am not opposed to it being quarterly, I think it is a good idea, the question I have to follow up is, within a three month period will you have enough time to assess, the student assistants current performance as best as possible, umm and then when would you be able to meet with them? I do recall, I do not if it was like year or the year before, it was a little bit of a challenge, getting students to do the evaluation, because of the timing stuff, so how do we make sure that in three months or it takes another month or two months to actually finish the evaluation evaluated by staff person?
- Dena: In November when we go to break, that will technically be our first one we are going to have an office staff meeting here and show them exactly. I think one has already seen this form, so we are going to go over with them and explain how this is working, umm keep in mind that when they do their quarterly evaluations they won't be, unless there is something like really bad, it is not meant to be, meant to finish strong, go over it with them, go over the timeline. In about June or so they will get their annual, assuming that is where the annual falls.
- Aaron: So yes, this meeting quarterly will be a quick thing?
- Dena: They will get this form probably two months in advance, sit down and compare what they see and talk about what I see.
- Teady: Is there any further discussion on 360 evaluation? Ok, seeing none, we will move on to Executive Director Position Update.

d. Executive Director Position Update: The Committee will receive an update on the status of the Executive Director search process.

- Teady: Aaron
- Aaron: Yes, so the search committee met yesterday to do phone interviews, I was not present, I will refer Dena on that process because I was not present. If Dena could give a quick recap.

- Dena: We had to narrow down to 3 people, one of removed themselves because they had already accepted a position somewhere else. So, they removed themselves, which moved us down to two, we opened the application up so now we are up to 3. We just need their resume and cover letter. If we are still able to schedule them for a phone interview, then we will still be right on track.
- Aaron: It is going to be kind of challenge because they will meet with different people, they will be meeting with the division of student life, the president wants to meet with them for at least 30 minutes so it is going to be kind of challenge to have many people interact with them but we want to have as many students interact with the candidates.
- Teady: Any other discussion or questions to ask the committee anything to clarify? Ok, so moving on to reports now.

IV. Reports:

- a. ASI Vice President for Administration:
 - Teady: Now I am going to meet with Dena to talk about evaluation and make sure how that works. I will also have to work with Aaron regarding our last personnel agenda and talk about how the close session will work.
- b. ASI Staff Support:
 - Dena: Most of the staff will be out, Damarea will come back Thursday, I will be out on a conference (most of the student assistants will be off)
- c. Representative from the University's Office of Human Resources Management:
 - Not Present: No Report.

V. Adjournment:

Offered By:	Jacquelyn Acosta	Seconded by:	Ameya Ingale			
Motioned to get consensus to end the meeting at 3:35PM						
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, November 5, 2019 in the ASI U-SU 203. Consensus by the ASI Personnel Committee on Tuesday, November 05, 2019.

Prepared by:

Joceline Rivera
Recording Secretary

David San
Secretary/Treasurer

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