



# Personnel Committee Meeting

## Minutes

Tuesday, October 22, 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 3:16 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>	Unexcused Absence, Present @3:17
Dr. Jennifer Miller	<i>University President's Designee</i>	Excused Absence
Damarea Parker	<i>Senior Coordinator of Student Engagement &amp; Outreach</i>	Excused Tardy
Christopher Johnson	<i>Staff Support Director</i>	Unexcused Tardy, Present @ 3:22PM
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present
Pandian Rajaram	<i>Civic Engagement Officer</i>	Present
Ameya Ingale	<i>College of Engineering, Computer Science, and Technology Representative</i>	Excused Tardy

c. Approval of the Agenda October 8, 2019

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>David San</b>
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. Approval of minutes for September 24, 2019

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>David San</b>
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 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.

- N/A

### III. Discussion:

#### a. **Mid-Year/Annual Evaluation:** VPA will discuss turnout and next steps.

- Teady Ochoa: The turnout basing on what Aaron told me is 84% which is a 60% increase from last year. The next step is that we'll read them and then it'll go to Susie then it goes to personal.
- Alexander Berry: So my department, one person did not sign their Mid-Year evolution so that why we didn't have a 100% turnout.
- Pandian Rajaram: Do you accept delay?
- Teady Ochoa: No, so the Mid-Year evolution were due October 18.
- Dena Florez: Do all the evolution goes to Susie or does some go to Jen Miller?
- Aaron Castaneda: So, we review it first then it goes to HR then Dr. Miller.
- Jacquelyn Acosta: Is there a punishment for those who didn't do their evolution?
- Aaron Castaneda: I would recommend to delay their check for a week. People have been asking me if they can submit their late and the problem is that we are in a tight timeline and the staff are aware when their evolution are over...if we do not follow the timeline the staffs are able to file a grievance against the organization for not following procedural.
- Teady Ochoa. Plus I blow this up multiple times. I've sent out three emails and also reminders on group me.
- Susie Varela: So if people don't submit their evaluation their GIA is delay is that what I'm hearing...to withhold money or salary is illegal...
- Aaron Castaneda: I understand what you are saying, it's not really like a salary but I understand what you are trying to say.
- Susie Varela: It's still compensation and you would really lose that case...What is the dollar amount?
- *(The committee mention it depends on the position.)*
- Susie Varela: So is it worth it to get sue over that?
- Jacquelyn Acosta: I guess put them on a warning. Where would we discuss this?
- Aaron Castaneda: We do have a process in terms of warning procedure...We can follow that.
- Teady Ochoa: Yes, so like it's not like I only sent out one email. I've sent out multiple emails and I sent out reminders in the group chat...
- Dena Florez: So I do understand we want this done but we need this number to come up and we need this done. We want this Mid-year because this will take out any surprises from the end of the year...
- Susie Varela: I understand where you are coming from but the Mid-Year shouldn't be the only time that the staff talks with students. So even if you don't have the Mid-Year evaluation, when it comes to the end of year there shouldn't still be surprises if supervisor have done their job effectively...
- Teady Ochoa: I understand Dena's point too. We sometimes have people who are shy and they do not want to go up to their supervisor and talk...I also do agree that this shouldn't be the only communication tool.

#### b. **Director of Government Affairs & Leadership Programs:** The Committee will review the description of the position, application screening timeline and formation of the search committee.

- *(The committee are reading the description of the position, application screening timeline and formation of the search committee out loud.)*
- Joceline Rivera Jimenez: So does this person work closely with the senator of engagement, so does this mean this person has to stay with those department?
- Aaron Castaneda: This position meet with the senators and evaluate them and report back to ASI...
- Teady Ochoa: I wanted to go into your experience with Governance affair and touch base with that...
- Dena Florez: Susie correct if I'm wrong, I believe this position was already worked out when we were restructure this position two years ago...

- *(The committee are reviewing the responsibility.)*
  - Alexander Berry: I was going to say under the Shared Governance is say "Advise upon policy oversight and development in the Academic Senate via the counseling of A.S.I. Vice President for Academic Affairs & A.S.I. Academic Senators" is that are title for that position?
  - Teady Ochoa: It Governance? I also it says "Maintain reports of all A.S.I. programming events and leadership development initiatives" isn't that Damarea's area?
  - Aaron Castaneda: Yes but because this person is the direct report it has to be on there.
  - Jacquelyn Acosta: I think this sums up all the things Marcus did...So this is what I expect from my ideal candidate of a director... Maybe we can discuss about what is the next step?
  - Teady Ochoa: I think the only change we need to do is changing the position name...
  - Aaron Castaneda: I agree we do need to discuss about the future but we need to discuss about what is needed to be... *(Aaron Castaneda talks more about how position can be moved into other position.)*
  - Teady Ochoa: So in the last meeting we were discussing the time frame...we are thinking of uploading this in January... For Governance Affair I remember Jacky wanted to open up application around February.
  - Aaron Castaneda: Jacky wanted to open up before we hire the ED... The search committee will meet to discuss how we'll want to go through with this hiring position...
  - Jacquelyn Acosta: I know that one of the concern that Cristopher Johnson has raise is that we are under staff...But another concern Christopher Johnson brought up is that an ED should have a say...
  - Aaron Castaneda: Yes, so I don't disagree what Christopher Johnson... *(Aaron Castaneda is stating how CSSA do their hiring.)*
  - Susie Varela: There's just things that needs to be corrected like typo...We just want to make it more professional...
  - *(Aaron Castaneda is informing the committee how the search committee will look like.)*
- c. **Student Assistant Staff:** The Committee will receive an update on the hiring process.
- Dena Florez: We did hire a student assistant her name is Kianna... She was supposed to start sooner as long as she's able to give a form of ID...Because we want to do a life scan on her she won't be starting by the end of November.
- d. **Open Forum:** The Committee will discuss any other content they would like to address as it relates to personnel
- Joceline Rivera Jimenez: Can we find a way to let other student know what event is happening so then instead of doing two different event that are similar we can just do one...
  - Jacquelyn Acosta: What event is overlapping?
  - Joceline Rivera Jimenez: *(Joceline Rivera Jimenez is answering Jacky questions about how multiple events have the same purpose on the same date.)*
  - Jacquelyn Acosta: I don't think this is necessary bad. I think this is more opportunities for students to attend...
  - Teady Ochoa: ...we should work together as a group...
  - Aaron Castaneda: I haven't gotten an email from Nancy so I'm going to HR with this... *(Aaron Castaneda is talking about an emergency hire.)*
  - Susie Varela: *(Susie Varela is defining what an emergency hire is and the process.)*
  - Dena Florez: Will there be a contract for a temporality hire?
  - Susie Varela: Yes we can help with that.

#### IV. Reports:

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

- Teady Ochoa: The evolution has gotten up by 60%. I'll be working with Aaron about the hiring.

##### b. ASI Staff Support:

- Jacquelyn Acosta: I want to make sure we are on the same page... We need to make sure we are doing the performance evolution...
- Aaron Castaneda: I am not going to call out people who have not done it. I will just inform the direct report and it depends on how you want to go with this.
- Susie Varela: I agree this has to be consistent so then everyone is fair.
- Tedy Ochoa: So do we want to discuss who didn't do it, since we are all here. I just want to know how we want to handle this.
- Alexander Berry: *(Alexander Berry is suggesting a formal written report and letting them know that this is important.)*
- Jacquelyn Acosta: I was thinking a verbal warning is good.
- Susie Varela: We also want to make sure it's fair and understanding.
- Jacquelyn Acosta: I'm saying maybe if we see people are in the office, we can just go to them and ask if they can do it. It's nothing personal.
- Alexander Berry: I think a written report is something we should have and be consistent...
- Dena Florez: We do have one for our student assistant. *(Dena Florez talks more about how the written report works.)*
- Joceline Rivera Jimenez: So going back to what Dena said, this would happen if we already talk to them but nothing is done. If we have a written report then there is something to look at...
- Jacquelyn Acosta: I just want to say Alex didn't count because his people didn't sign...
- Aaron Castaneda: If there is no signature then it doesn't count.
- Alexander Berry: For this person I would give them a verbal warning because I did give them a verbal reminder...
- Pandian Rajaram: So I ask if you may extend the delay and you said no.
- Aaron Castaneda: We can't do this because the staff have the right to know when they are being evaluated.
- Tedy Ochoa: We also gave you 18 days to complete it.
- Aaron Castaneda: I know some might not feel comfortable doing evolution for some staff I actually look if they actually do one.
- Dena Florez: These timeline are set because we have to take in consideration of people in other determent.
- Pandian Rajaram: *(Pandian Rajaram is voicing that is the committee really going to punish people who didn't do the evolution, He voice that why happens if they are sick?)*
- Aaron Castaneda: I just want to restate again that we gave 18 days for it to be done and also we can't delay the deadline because staff have the rights to know when they are being evaluated. As for personal issues you should speak to your direct report.

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

V. **Adjournment:**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jacquelyn Acosta</b>			
Motioned to get consensus to end the meeting at 4:07 PM						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

**CERTIFICATION**

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, October 22, 2019 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on Tuesday, November 05, 2019.

Prepared by:

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

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

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