



# Personnel Meeting

## Minutes

---

Day/Date: Tuesday, February 18, 2020  
 Time: 4:15 – 5:45  
 Location: ASI Conference Room 203  
 Attendees: Personnel committee  
 Type of Meeting: Special

### I. Organizational Items:

Call to order by: Chair Jacquelyn Acosta, ASI President @ 4:15

#### b. Roll Call

Jacquelyn Acosta	<i>President</i>	Present
Diana Chaves	<i>Vice President of Academic Governance</i>	Present
Christopher Koo	<i>Vice President for Finance</i>	ET @ 4:21
David San	<i>Secretary/Treasurer</i>	Present
Teady Ochoa	<i>Vice President for Administration</i>	Present
Joceline Rivera-Jimenez	<i>Vice President for External Affairs and Advancement</i>	Unexcused Absence
Alexander Berry	<i>Chief Justice</i>	Present
Sathya Raminani	<i>NSS College Rep</i>	Present
Jorge Salazar	<i>B&amp;E College Rep</i>	Present
Dena Florez	<i>Office Manager</i>	Excused Absence
Christopher Johnson	<i>Staff Support</i>	Present
Gus Salazar	<i>Staff Support</i>	Present
Jen Miller	<i>University President's Designee</i>	Excused Absence
Susie Varela	<i>Human Resources</i>	Tardy @4:30
Pablo Ortega	<i>Human Resources</i>	Tardy @4:30

#### c. Adoption of Agenda:

Offered By:	Christopher Koo	Seconded by:	Diana Chaves
Motion to approve the adoption for Tuesday, February 2020			
Consensus to approve the agenda- Consensus reached			
All in Favor		Opposed	
		Abstained	
Motion: Passed			

### II. Public Forum

a. This time is allotted to members of 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.

i. N/A

### III. Discussion Items

a. **ASI Executive Director Job Description: The committee will discuss the changes made to the description.**

- Jen Miller: Where did it come from?
- Jackie Acosta: I did them they were sent to Dena and edited again but you can see the changes on the document. I wanted to go over the job

description because after the last candidate pool some things came up in the open forum and the discussion students were having and what they wanted to see from the ED so I think that after having that discussion when we updated the job description it was only executive officers. After having the discussion with the students, it allowed me to see what they wanted out of the Executive Director not only the members but also other entities on campus and how they really like to interact with an ED from ASI. So, some of the edits were mostly on the third page under student and board and director development. One of the edits is create avenues for ASI officers to promote student opinion and the reason I wrote this is because the biggest concerns I see within ASI is as ASI members we don't get taken seriously through some of the areas of the university and sometimes they are overlooked and people go directly to the ED. So I think a job for the ED is to create jobs and opportunities for those entities to be more conversational with our members and not just the ED because the purpose of us being elected is to fill our role and not for everyone to go the ED and not us because it's our job. We're the ones that have to relay the message in the end. This goes in hand with promoting shared governance to university entities. This is what I've seen with some of the offices on campus and their definition of shared governance may not be the same as ASI's so I think meeting with the Executive Director then relaying what shared governance means to ASI I think it's important because the whole point is to get students and students face but not only for us to get in students faces but to get these offices and entities on campus to be listening to ASI members and taking us seriously. Administration and management, this what I heard based what I heard Dena say and Gus. We would like to see an ED a lot more opportunities for staff development for staff to be more involved. Whether it's for university function and having them participate instead of having them in the office.

- Christopher Johnson: I would throw in the adjective 'actively.'
- Diana Chaves: Question. For the student/ Board of Director development on "create avenues for ASI members to promote the student opinion," would it be a good idea to add both internally and externally?
- Jackie Acosta: How would you say internally?
- Diana Chaves: like within the campus and outside the community. So internally within ASI and Externally in the University?
- Jackie Acosta: So, with different entities on campus is that what you're trying to say?
- Diana Chaves: Yeah because I know being one of the committee members there's always been a question of how far an ED can go when promoting ASI and our student opinion. Pretty much emphasize it's not only here in ASI or on campus but much more outside of campus.
- Jackie Acosta: I was looking mostly at student/board of director development. What I had in mind is when the ED is going into their spaces that they are sharing the stance of ASI because I get questioned if it's possible if they can change their motive or agenda that may not be the

student focus. I guess just having the ED know the focus of ASI and I don't know how to word that into a job description.

- David San: First thought, it could fall similar to the third to last bullet point, "act as a supervisor and resource for all the activity under the jurisdiction of ASI." Its under student/ board of director development third to last. I feel like it could be similar to the wording of that and I too am a little lost for the exact wording.
- Jackie Acosta: In that one all it says is that the director will help advise in the board meetings and doesn't go into the message I'm trying to convey.
- Chris Koo: Something like echo an emphasis on echo, I'm trying to set the mindset.
- Pablo Ortega: Advocation is a good word it does not sound so political. It sounds like it expresses what your views are.
- Jackie Acosta: So how can I word that? Advocate the views?
- Pablo Ortega: or on behalf of and we can continue to finesse it.
- Teady Ochoa: Do you want to restate the previous changes for Susie and Pablo?
- Jackie Acosta: On the third page under student/ board of director development I added "create avenues for ASI members to promote student opinion." And as I mentioned earlier different campus wanting to work with ASI member and only interacting with the ED and not the members. So, this is saying that they are not only there to just take place of ASI reps but also to put students in spaces where they are meant to be because we are the one relaying student opinions and engaging with the student population. So, I threw that in there I don't know if it's as tailored as it could be. Also emphasizing promoting shared governance which is what we just say about advocating on behalf of the ASI board of directors or ASI in general. The other edits I made is on the first page under administration and management, "actively seek opportunities for professional staff development," because I know that some of the conversations I heard from our staff is that they only want an ED to support them but have an ED who is going to create avenues and opportunities for them to be more a part of the university because the ED is typically more involved with student life.
- Susie Varela: So the seeking for professional development is for staff right and not for themselves because the way it's written it seems like it's for themselves.
- Jackie Acosta: No it's for staff
- Teady Ochoa: So how do we word it so it says other staff?
- Susie Varela: So it's hard to do this right off the top so maybe we can put that down to look at it again just because of when we got this so its hard to touch on this. But I think it would be along the lines of not even seek opportunities but encourage foster staff development for staff.
- Pablo Ortega: Do you have a budget for that?
- Chris Koo: Yes, but our budget is mostly focused on developing our ASI member's but we have one for our staff as well.
- Susie Varela: and the reason for that is how much to you want to encourage and foster.

- Pablo Ortega: so that's why I'm saying if you want to do this for free you would have to look for resources within campus like linked in learning or something like go through there and see what you find. And if you do have a budget you actively seek out those opportunities.
- Chris Koo: I think it's about a couple of thousand a year we send our staff to different conferences.
- Jackie Acosta: It's like NASPA and like things for graphic design and then Dena goes to AOA but that's but I don't think that's staff development.
- Pablo Ortega: So, if this person came back to you and said I need a training budget of five thousand dollars or something new are you going to consider it, seek it?
- Jackie Acosta: For myself I would because our full-time staff is what really supports ASI and really make everything happen. Like yeah we go out there but they are the ones that do the graphics and marketing and put in all the work so if they gave us things outside of AOA and the typical things yeah we could really look at expanding the opportunity for our staff.
- Gus Salazar: You can propose something but if there's a budget.
- Susie: And it goes in further if you're going to hold the ED responsible for the evaluation you're setting them to fail because of the budget and as you said the money is geared toward your students then what are you doing for the ED.
- Chris Koo: I think if a new ED came in and proposed a robust training for the staff and they really have a plan then I am very sure that it will pass. I think our current avenue with staff member is basically just conferences and we don't really have much else so I don't see why the budget wouldn't have room for that.
- Pablo Ortega: Have you heard an outcry for it? have you heard staff saying I can't do this because I don't have excel skills or I wish I could do this other thing but I don't know how to set up data bases.
- Jackie Acosta: I've had them tell me they would like to expand from what they do and that's why I wanted to include that so I wanted to provide the opportunity for them.
- Pablo Ortega: sometimes for these levels of positions some of these are assumed, as an ED you will do these things.
- Jackie Acosta: Our last full time ED was here for so many years and he never asked for that opportunity for our staff and you would hope they would assume.
- Susie Varela: And that's why as a supervisor you make that happen because the ED reports to the president. If the staff don't feel like they are getting the professional help they need then you have to ensure that ED makes that happen. The ED has the one on ones and reports to the board. If the staff feel like they not getting the professional help they need then that's up to you to ensure that the ED makes it happen. You could put something about ensure, responsible for ASI staff ongoing development.
- Tedy Ochoa: We can extend the meeting if there is more feedback but I personally don't but I like what Susie and Christopher said and the word

Advocate and finessing the job description would be great. Then work hand on hand with Pablo when it comes to the description.

- Jackie Acosta: This one did have the highlighted stuff so what I'll do is include some of the language we just went over and prior to out personnel committee I'll go ahead and send it over to them so you guys don't have to rush through providing any sort of feedback.
- Diana Chaves: The last page where it says unique opportunities. I know you didn't do any edits on that but when are you going to update the statistics since it has been four years already. I just wondering since I know we are still looking for an ED so we should give them by the end of the year not June. I just want to make sure that have accurate information on our demographics.

<b>Offered By:</b>	<b>Diana Chaves</b>	<b>Seconded by:</b>	<b>Christopher Koo</b>
Motion to extend the meeting by five minutes Consensus to approve the agenda- Consensus reached			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion: Passed</b>			

- Christopher Johnson: Can we just remove that section most job descriptions don't have that posted like that so they can get that information on the web site, so they don't really need that in the description.
- Jackie Acosta: I'll go through those with the corrections and send it over to them with enough time to review it and it'll be back for personnel for action item.

<b>Offered By:</b>	<b>Teady Ochoa</b>	<b>Seconded by:</b>	
Adjourn meeting @4:46			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion: Passed</b>			

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, February 28, 2020 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on Tuesday, March 3, 2020.

Prepared by:

---

**Dena Florez Recording Secretary**

---

**David San Secretary/Treasurer**