



# Personnel Meeting

## Minutes

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Day/Date: September 27, 2022

Time: 3:00-4:30 PM

Location: U-SU Alhambra Room, 305

Attendees: Personnel Committee, General Public

Type of Meeting: General

### I. Organizational Items:

**Call to order by: Brian Nguyen, VPA @ 3:11 PM**

#### b. Roll Call

Jaime Arellano	ASI President	Present
Brian Nguyen	Vice President for Administration	Present
Emily Chen	Secretary/Treasurer	Present
Andrew Klein	Vice President for Finance	Present
Sasha Prakir	Vice President for External Affairs and Advancement	Excused Absence
John Eleby	Vice President for Academic Governance	Present
Cindy Nguyen	College of Natural and Social Sciences	Excused Absence
Andrea Ramirez	College of Health & Human Services	Present
Susie Varela	University Human Resources	Present
Danielle Chambers	University President's Designee	Excused Absence
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present
Gus Salazar	Directing of Graphics and Marketing	Present

#### c. Approval of the Agenda

Offered By:	John Eleby	Seconded by:	Jaime Arellano			
Motion to Approve Agenda for Tuesday, September 27, 2022						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**d. Certification of the Minutes**

Offered By:	Andrew Klein	Seconded by:	Andrea Ramirez			
Motion to certify the minutes for August 30, 2022						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**II. Public Forum**

N/A

**III. Informational Items****A. Full-time Staff Salary**

**Barnaby:** Gives a brief explanation on looking to do a study on 5 full-time staff and potentially increasing the salary and wanting to become competitive with the auxiliary. Wants to address the salary and will be doing a study.

**John:** Asked if it will be qualitative or quantitative.

**Barnaby:** It's an analysis and quantitative.

**B. Coordinator Program Outreach**

**Barnaby:** Had an applicant but she turned down the offer. The search is failing for the third time this year he also explains what he thinks why applicants are low but will figure out how to fill the position.

**C. Student Staff Hiring Update**

**Amanda:** Explains the 2 new positions that were filled Alexis the new Office assistant and the administrative assistant, but the person ended up not going through his schedule didn't correlate with the hours of work.

**Jamie:** Wants clarification

**Amanda:** Clarifies and ASI is opening both office assistant and administrative assistant but hasn't yet made it public.

**Dena:** Explains the positions will open, and they will be offered firsthand to Alexis and Kaina.

**Jamie:** Asks is this something we vote on

**Dena:** You can be in the interview if you want.

**John:** Confused and asks how they get students to apply if it's with Gus.

**Gus:** Shares it is through handshake.

**Barnaby:** Any updates Gus?

**Gus:** Explains the positions available and he will soon be closing the applicants.

**IV. Discussion Items**

N/A

**V. Action Item****A. Policy 115 Revision and Retiring Policy 116**

**Barnaby:** Goes over the policies and shares they have and will update the policies now and maybe over time will also want to share handouts for the student positions so they follow standards.

**Jamie:** ask if this goes for executive as well

**Barnaby:** Says no only employees

**Jamie:** Understands and likes ideas.

**Barnaby:** Explains the student's requirements for staying on top of their school work as well. Also goes through hiring additional staff and the graduating students working for ASI since they are part-time employee. Students working in ASI have an 8-week time period to still work here then become part time since graduated.

Talks on more information for wages and increases from the documents as well as levels of part-time jobs and the classifications and their levels.

#### **i. Policy 115 Student Assistant Classification and Pay Plan**

**Barnaby:** Speaks on the pay level and onboarding with also the expectations the student employees and the performance evaluations and how they are doing with the job. Goes over the behavior expectations like customers and vendors also setting expectations with clothing and having a positive environment. Provide feedback on their job and work performance with their supervisor. Also goes over how they allow 24-hour sick leave for student employees and allow students to take time off. And doesn't affect the job as well as studying aboard is allowed the job will still be there for them.

**Dena:** Explains a little more to Susie on students taking time off so they still complete their 20 hours and explains how they work during the holidays.

**Susie:** Understands and says how holiday pay and telework works and asks questions if they can make up their time during the following week.

**Dena:** Explains how holidays work for students and shares examples to better explain how hours work during the holidays.

**Susie:** Understands offers some information on things they can do for students.

**Dena:** Shares a better explanation of how it works GPA'S and that they no longer can work for ASI and be disqualified from the university and gets cut from the contracts.

**Susie:** Asks questions like when do they check GPA'S.

**Dena:** Barnaby how do we word that?

**Barnaby:** Gives a brief sentence on explanations.

**Susie:** Agrees and gives more information on where a student can go if they do fall behind.

**Jamie:** Shares an example of failing GPA standards.

**Barnaby:** Any other questions?

**Brian:**

#### **Motion to Approve to Retire Policy 116**

Offered By:	Jamie Arellano	Seconded by:	John Eleby			
Motion to Retire Policy 116						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

#### **Motion to Approve to Policy 115 Student Assistant Classification and Pay Plan**

Offered By:	Andrew Klein	Seconded by:	Jamie Arellano			
Motion to Approve Policy 115 Student Assistant Classification and Pay Plan						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

## VI. Reports

**Brian:** Prince has concluded his spirit week events last week and wants to thank all staff and anyone who helped out. Brian's report is working with others like Catherine and Chyanne.

**Andrew:** Tomorrow will be the financial literacy workshop 3-4 pm and he looks forward to the event and there will be cookies and coffee.

**Barnaby:** Shares the office is still going under reconfiguration and stuff is moving but ASI is welcome to work and help figuring furniture out.

**John:** Has 4 senators to work with 1 senator interviewed and came from an ASI event.

**Brian:**

### Motion to Approve Adjournment

## VII. Adjournment 3:56 p.m.

Meeting adjourned @ 3:56pm

Offered By:	John Eleby	Seconded by:	Jaime Arellano			
Motion to Adjourn the meeting at 3:56 P.M. Consensus reached						
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, September 27, 2022, in the University Student Union 303AB. Consensus by the ASI Personnel Committee on Tuesday, October 25, 2022.

Prepared by:

DocuSigned by:

*Alexis Narvaez*

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**Alexis Narvaez, Recording Secretary**

DocuSigned by:

*Emily Chen*

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**Emily Chen, Secretary/Treasurer**