



# Personnel Committee Meeting

## Minutes

---

Tuesday, August 29, 2017

Type of meeting: Special

Time: 3:15pm-4:15pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

### I. Organizational Items:

a. Called to Order by David Zitser @ 3:17 pm

#### b. Roll Call

David Zitser	<i>President</i>	xPresent
David Garcia	<i>Vice President for Administration</i>	xPresent
Neyda Umana	<i>Vice President for Academic Governance</i>	xPresent
Aaron Castaneda	<i>Vice President of Finance</i>	xPresent
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	xPresent
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	xPresent
Marcos Montes	<i>Vice President of External Affairs &amp; Advancement</i>	xPresent
Jeovany Aguilar	<i>Chief Justice</i>	xPresent
Susie V.	<i>Director of Human Resources</i>	xAbsent
Pablo Ortega	<i>Human Resources</i>	xPresent
Dr. Jennifer Miller	<i>University President's Designee</i>	xPresent
Intef W. Weser	<i>Executive Director</i>	xPresent
Marcus Rodriguez	<i>Director of Government Affairs &amp; Leadership Programs</i>	xPresent
Candy Noriega	<i>Rongxiang Xu College of Health and Human Services Representative</i>	xPresent

#### c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes				
Motion to approve the adoption of Agenda for Tuesday, August 29 2017							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

#### d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Candy Noriega				
Motion to approval of the minutes for Tuesday, July 25, 2017							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

## II. Public Forum/Announcement:

- a. This time is allotted for members of the public or representatives to make announcements to the executive committee members.
  - ✚ None

## III. Reports

- a. ASI President: **David Zitser**- I have received the administrative work plan for Intef. I will review them at the next meeting to see where we are at with the deadlines.
- b. ASI Executive Director: **Intef Weser**- At the next Personnel meeting I will provide a detailed training schedule for student assistants. Setting up one with staff and members as well.

## IV. New Business

- a. **Policy Review**- Student Staff Classification and Pay Plan Policy 115- The committee will review recommended policy changes.
  - ✚ (Policy 115 was read) 3.2 S/B completed
  - ✚ Student Classification and Pay Rates was presented for recommendation
  - ✚ Student Assistant Levels were reviewed
  - ✚ Dena Florez- Section 3.3- As you know, minimum wage is going up and is set to go up in a 5 year period. What we've done in the past is it used to start at \$9.25 and if anything change we had to redo the chart. Now what this does is minimum wage is \$11.00 and step 2, 3, and 4 will increase \$0.50. Now all we have to do is change the box. For example, student step 1 is at \$11.00 an hour, step 2 is step 1 plus \$0.50, step 3 is step 2 plus \$0.50. This will help to insure we are in line with minimum wage.
  - ✚ Marcos Montes- If I'm understanding the table correctly, someone can go up to \$19.50. Say someone is with us for a long time and they reach step 4 they can make \$19.50.
  - ✚ Dena Florez- Not exactly, for example, a new student assistant starts at \$11.00. They have a review in January and will go up to \$11.50 and have another review in July and will go up to \$12.00. Their next review will be in January and will put them at \$12.50. If we have to, we will add to their student job description.
  - ✚ Candy Noriega- Are we going by governor's standards or county because I know county is at \$12.00 for employees larger than 26.
  - ✚ Intef Weser- We don't have any employees.
  - ✚ Aaron Castaneda- Section 3.4 point 3.4- Question for Dena or Intef, reason why it was high and now it is medium.
  - ✚ David Zitser- Now step 3 is medium and step 4 is high.
  - ✚ Dena Florez- Suggested to change to "Assistant to Office Manager". Section 3.4 point 4- Because of the new pace scale, we have never had a job description for level 4. So now we are making sure the levels match the chart.
  - ✚ Jennifer Miller- Change to indicate "assist with travel"
  - ✚ Marcos Montes- Add "knowledge" of the organization to the levels. Level 1 isn't super knowledgeable about ASI, Level 2 should have more knowledge and structure of what and how we do things. After 6 months or a year they should be more knowledgeable about the organization.
  - ✚ Intef Weser- This is a path of hiring students, based on knowledge and understanding. When moving levels they should have more knowledge.
  - ✚ Candy Noriega- Have the new hires been discussed about the new policies or will they be discussed? Unless they will be under the old pace scale.
  - ✚ Neyda Umana- As far as the pay go, is the bases also starting at minimum wage and work their way up.
  - ✚ Intef Weser- It depends on their skill level. Some people come in at minimal and some come in with skill level. We have hired student assistants that aren't all minimum level

- ✚ Marcus Rodriguez- Does the job description for the student assistant position include what student level the position is?
- ✚ Intef Weser- There is a range.
- ✚ Marcos Montes- For clarity, if we start someone at level 3 what will they start on?
- ✚ Dena Florez- They will start at \$11.75, when a student assistant comes in their job description indicates what level they are at. For example, an assistant to the ASI President does not start the same as a Front Desk assistant. The steps are \$11.00, \$11.50, \$12.00, and \$12.50. Level 2 is step 2.
- ✚ Jennifer Miller- I think they are getting confusing with the plus \$0.50
- ✚ Pablo Ortega- If recruiting for a position would you indicate the level?
- ✚ Dena Florez- I see where you are going Pablo, on our job description someone can be interviewing for Administrative Service Assistant which in the levels we put possible titles are this, this, and this. That's why we put the range.
- ✚ Marcus Rodriguez- Perhaps do include levels to match job description. Just call it student level 3 so it has more clarity for the applicant. It would help for the definition.
- ✚ Dena Florez- I like that Marcus, tie it in from what Marcos was saying; if a student is more knowledge in ASI and the organization could come in at a higher level.
- ✚ Marcus Rodriguez- I think it should be based on skill level. Level the playing field for everyone, if it's a level 3 position this is the job description.
- ✚ David Zitser- A more quantitative.
- ✚ Intef Weser- We can look at job descriptions and make changes.
- ✚ Marcus Rodriguez- Give the job descriptions a level. Just say what the job is and what level it is.
- ✚ David Zitser- Next Personnel we will review with the recommended changes.

#### V. Standing Discussion Items:

- a. **Project Lists-** The committee will be updated on the projects that the Staff are undergoing.
  - ✚ Intef Weser- The Project Lists are updated.
  - ✚ Aaron Castaneda- I have a concern with seeing the same lists each month. I don't want to see the same thing over and over.
  - ✚ David Zitser- Is it a timeline that you are asking for?
  - ✚ Aaron Castaneda- What have the staff done in the last month? This is just another job description.
  - ✚ Intef Weser- It says what I have done for you and the other executive officers. I'm just challenge by what you said because I don't know how specific you want me to be. I don't work on projects, I work on things for the organization. The staff has projects and I'm assisting and working with them. What exactly do you want me to put?
  - ✚ David Zitser- The Project List does have specific.
  - ✚ Neyda Umana- Perhaps we can see on how we can support Aaron. Perhaps we can assist by having a meeting to come to consensus. Sitting down with David, Intef, and Aaron and see where Intef can help. That would help the situation.
  - ✚ Aaron Castaneda- I think that it should be more specific on what was happened in the last month. This what could happen or what's going to happen it hasn't happened. It doesn't have to be six pages long it just needs to be one page long. I don't need to see what the person oversees.
  - ✚ David Zitser- I see where you are coming from where you want to see specific on the Project List. Do you have another idea?
  - ✚ Aaron Castaneda- What has happened in the last month? If he wants to add what he is going to do for the month, then make two different list: what did happen and what is going to happen. I just don't want to see the same thing every single month.
  - ✚ David Zitser- Just read through everyone else's and see if those are specific.

- ✚ Neyda Umana- I was looking at Alix's list and I noticed that she was working on some events and I was wondering if we can add grants so we can add it to another resource for students.
- ✚ Jennifer Miller- I give a list to my student assistants every day that needs to be done. Nothing is a task, some things take longer than a month to complete. I hear you that you want to see progress and specifics but remember everybody has a different position. Remember if we do one thing for one person we have to do it for another person. We have to be fair and remember the different levels.
- ✚ Marcos Montes- I think it goes both ways.

**VI. Old Business**

a. **Hiring updates-** Staff will provide updates on the hiring process for vacant staff positions.

- ✚ Intef Weser- We are full.
- ✚ Neyda Umana- Is there any way I can assist with grants.
- ✚ Marcus Rodriguez- We have been talking with UAS. They have asked us to for a student portfolio to see what are our priorities for grants are. One area we want is to have grants to subsidize GIA. The alternative break program.
- ✚ Intef Weser- Working on a memo to have President to allow ASI to secure and manage grants. To see what our priorities are.
- ✚ Candy Noriega- I know Marcus is working on Homeless Care kits. It would be great if we can reach out to the college representatives. So we can help out and help you research it if you need it.

**VII. Action**

**VIII. Discussion**

**IX. Adjournment**

<b>Offered By:</b>		<b>Seconded by:</b>				
Motioned to adjourn the meeting at 4:09 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>

Associated Students, Inc.  
 Personnel Committee Meeting  
 Summary of Actions Taken  
 Tuesday, August 29, 2017

I. Organizational Items:

a. Called to Order by David Zitser @ 3:17pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes				
Motion to approve the adoption of Agenda for Tuesday, August 29, 2017							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Candy Noriega				
Motion to approve the approval of minutes of July 25, 2017							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

IX. Adjournment

Offered By:		Seconded by:					
Motioned to adjourn the meeting at 4:09 pm							
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, Los Angeles held on August 29, 2017 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, October 10, 2017.

Prepared by:

---

**Dena Florez  
Recording Secretary**

---

**Jazmin Ortiz  
Secretary/Treasurer**

CERTIFIED