



# Personnel Committee Meeting

## Minutes

Day/Date: \_\_\_\_\_ April 18, 2023 \_\_\_\_\_  
Time: \_\_\_\_\_ 4:30 - 5:30 pm \_\_\_\_\_  
Location: \_\_\_\_\_ USU Alhambra Room 305 \_\_\_\_\_  
Attendees: Personnel Committee, General Public  
Type of Meeting: \_\_\_\_\_ General \_\_\_\_\_

1. **Organizational Items:**  
**Call to order by: Yahir Flores, VPA @ 4: 50 PM**

**b. Roll Call**

Brian Nguyen	ASI President	Present
Yahir Flores	Vice President for Administration	Present
Emily Chen	Secretary/Treasurer	Excused Absence
Andrew Klein	Vice President for Finance	Present
Sasha Prakir	Vice President for External Affairs and Advancement	Excused Tardy 4:56 p.m.
Arwa Hammad	College of Arts and Letters Representative	Present
John Eleby	Vice President for Academic Governance	Present
Cindy Nguyen	College of Natural and Social Sciences	Present
Susie Varela	University Human Resources	Unexcused Absence
Danielle Chambers	University President's Designee	Excused Absence
Dena Florez	Associate Executive Director	Excused Tardy
Barnaby Peake	Executive Director	Present

**B. Motion to strike discussion item A off agenda.**

Offered By:	Andrew Klein	Seconded by:	John Eleby
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Motion to strike discussion item A off the agenda

All in Favor	All	Opposed	0	Abstained	0	Motion: Passed
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### C. Approval of the amended agenda for April 18, 2023

Offered By:	John Eleby	Seconded by:	Brian Nguyen			
Motion to Approve the amended Agenda for Tuesday, April 18, 2023 Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

1.

### d. Certification of Minutes April 4, 2023

Offered By:	John Eleby	Seconded by:	Arwa Hammad			
Certification of Minutes April 4, 2023						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**II. Public Comment:** This time is allotted for the public to address the Committee regarding items not included on the meeting agenda.

**John:** Mentions a thank you for graduation.

### III. Information Items A. Program Coordinator Search update (Barnaby)

**Barnaby:** Shares the process and where to find the application and who will be on the committee of the search and hiring process but also shares they are applying.



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**Yahir:** Shares his thoughts for the new incoming students on the program coordinator hiring process.

### IV. Action Items

#### A. Recommended ranges from the salary study for ASI full-time staff (Barnaby)

**Barnaby:** Shares the process and explains the details of the salary study and shares information about the other auxiliaries and how many schools answered. Shares studies of all jobs of the full-time staff from other USUs with similar job descriptions.

**John:** Ask two questions about the salaries if they are yearly and second when it would start if they were approved.

**Barnaby:** Answers both questions.

**John:** Understands

Motion to Approve the recommended salary studies by Full-time staff.

Offered By:	Andrew Klein	Seconded by:	Cindy Nguyen			
Motion to Approve the recommended salary studies by Full-time staff.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

#### B. Proposed compensation for full-time staff (Barnaby)- CLOSED SESSION

Offered By:	Arwa Hammad	Seconded by:	John Eleby
Motion to Approve Closed Session			



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All in Favor	All	Opposed	0	Abstained	0	Motion: Passed
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### Motion to open the meeting.

Offered By:	John Eleby	Seconded by:		Arwa Hammad		
Motion to open the meeting						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

## V. Discussion Items

### A. Evaluation process for the Executive Director – CLOSED SESSION (if needed)

## VI. Reports

**Brian:** Speaks about the meeting with Danielle.

**John:** Has no link

**Brian:** Shares it was optional.

**John:** Understands and shares his reports

**Barnaby:** Shares report on the marketing and graphics part-time staff and shares how long they can keep them but are looking to hire people as soon as possible.



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## VII. Adjournment

Offered By:	John Eleby	Seconded by:	Cindy Nguyen
Motion to adjourn the meeting. Consensus Reached			

**Meeting adjourned @ 5: 36 p.m.**

### CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, April 18, 2023, in USU-Alhambra Room 305. Consensus by the ASI Personnel Committee on June 21, 2023.

Prepared by:

Alexis Narvaez

Alexis Narvaez (Feb 9, 2024 13:44 PST)

**Alexis Narvaez, Recording Secretary**

Cindy Nguyen

Cindy Nguyen (Feb 9, 2024 15:29 PST)

**Cindy Nguyen, Chief of Staff**


# Personnel Minutes 4.18.23 CERTIFIED


Final Audit Report


2024-02-09


Created:	2024-02-08 (Pacific Standard Time)
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