



PERSONNEL Committee Meeting

Minutes

Day/Date: Tuesday, October 8, 2024

Time: 3:00-4:00 PM

Location: Alhambra Room, U-SU room 305

Attendees: Committee Members, General Public

Type of Meeting: General

I. Organizational Items:

A. Call to order by: Chair Cindy Nguyen, Chief of Staff @ 3:06 pm

B. Roll Call

Cindy Nguyen	Chief of Staff	Present
Yahir Flores	ASI President	Present
Caitlin Jane (CJ) Calica	Vice President for Community Engagement	Present
Alonso Villanueva Serrano	Vice President for Finance	Present
Arwa Mohamed Hammad	Vice President for External Affairs	Present
VACANT	Vice President for University Affairs	
Ananya Sharma	College of Natural and Social Sciences Representative	Present
Preet Jadhav	College of Engineering, Computer Science, and Technology Representative	Present
Blanca Martinez-Navarro	AVP for Student Affairs & Enrollment Management and Dean of Students	Present
Susie Varela	AVP for Human Resources Management	Excused Absence
Barnaby Peake	ASI Executive Director	Present
Dena Florez	Associate Executive Director	Present
Amanda Maldonado	Administrative Coordinator	Present
Ashley Foskey	Program Coordinator	Present
Guests of the Gallery		

C. Adoption of the Agenda

Offered By:	Yahir Flores	Seconded by:	Ananya Sharma			
Motion to approve the Agenda for Tuesday, October 8, 2024						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

D. Approval of the Minutes

Offered By:	Arwa Hammad	Seconded by:	Yahir Flores			
Motion to approve the Minutes for Tuesday, April 23, 2024						
Consensus Reached						
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.

III. Information Items

A. Professional Development Plan for ASI Staff

Barnaby: Goes over the development plan with numbers and the plans, shares some background information as well with options that are available and goes over all travel for conferences and events that will be going on such as AOA and others for leadership and those for full time staff will be attending.

Yahir: Shares he can't see all the number but is it going over \$15,000

Cindy: Clarifies no there is about \$1,000 left over

Alonso: Shares if Gus doesn't attend it would be more saved

Barnaby: Clarifies

Ananya: Asks a question

Barnaby: Clarifies for Ananya

Alonso: Asks if they have access to look it over

Cindy: Yes

Barnaby: Shares yes, it is available for them, and it will change if needed

B. Student staff vaccines and hiring plan

Barnaby: Shares no front desk hiring, but marketing is looking for two vacancies designer and social media

IV. Action Items

V. Discussion Items

A. Training – Policy 101 – Personnel Committee Code of Procedure

Barnaby: Goes over the full-time staff and part time staff but also explains to the leaders they oversee policies, financials but don't hire or have authority over full or part time staff, but they will sometimes be a part of the hiring committees.

B. TIAA Retirement Plan Proposal

Barnaby: Goes over that it has been in process for a year and shares all the information on the process and why they are doing it.

C. AOA Compensation Study 2024 – Review this fall

Barnaby: Goes over AOA and what they do and the response from ASI's and then asks the leaders for feedback and answers on why it is good to have some competition as a school to bring new people. Goes more into more detail.

D. Employee Handbook and consolidation of policies

Barnaby: Goes over the handbook guidelines and policies and shares what will be updated.

Cindy: Shares with everyone to read it all over and questions or edits to reach out to Barnaby or Her to go over them.

VI. Reports

A. Voting Membership

B. Advisors

VII. Adjournment

Offered By:	Preet Jadhav	Seconded by:	Ananya Sharma			
Motion to adjourn the meeting at 3:40 pm						
Consensus to adjourn the meeting - Consensus reached.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the ASI Personnel Committee Meeting of the Associated Students, Inc., Cal State Los Angeles held on October 8, 2024, in Alhambra Room – U-SU Room 305, University Student Union Building and were approved by consensus by the ASI Personnel Committee on Tuesday, February 11, 2025.

Prepared by:

Alexis Narvaez

Alexis Narvaez (May 28, 2025 15:01 PDT)

Alexis Narvaez - Recording Secretary

Cindy Nguyen

Cindy Nguyen (May 28, 2025 22:39 PDT)

Cindy Nguyen - Chief of Staff

Personnel Committee Minutes 10.08.24


CERTIFIED


Final Audit Report


2025-05-28


Created:	2025-05-28 (Pacific Daylight Time)
By:	Amanda Maldonado (amaldo95@calstatela.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnVNR4m-Xp7I2RuNuyUI5N61_ILuNFUgi


"Personnel Committee Minutes 10.08.24 CERTIFIED" History


 Document created by Amanda Maldonado (amaldo95@calstatela.edu)
2025-05-28 - 2:26:26 PM PDT


 Document emailed to asiaa3@calstatela.edu for signature
2025-05-28 - 2:26:53 PM PDT


 Email viewed by asiaa3@calstatela.edu
2025-05-28 - 3:00:56 PM PDT


 Signer asiaa3@calstatela.edu entered name at signing as Alexis Narvaez
2025-05-28 - 3:01:19 PM PDT


 Document e-signed by Alexis Narvaez (asiaa3@calstatela.edu)
Signature Date: 2025-05-28 - 3:01:21 PM PDT - Time Source: server

 Document emailed to asicos@calstatela.edu for signature
2025-05-28 - 3:01:22 PM PDT

 Email viewed by asicos@calstatela.edu
2025-05-28 - 10:39:05 PM PDT

 Signer asicos@calstatela.edu entered name at signing as Cindy Nguyen
2025-05-28 - 10:39:25 PM PDT

 Document e-signed by Cindy Nguyen (asicos@calstatela.edu)
Signature Date: 2025-05-28 - 10:39:27 PM PDT - Time Source: server

 Agreement completed.
2025-05-28 - 10:39:27 PM PDT