



PERSONNEL Committee Meeting

Minutes

Day/Date: Tuesday, February 11, 2025

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 @ 3:03 pm

B. Roll Call

Cindy Nguyen	Chief of Staff	Present
Yahir Flores	ASI President	Present
VACANT	Vice President for Community Engagement	
Alonso Villanueva Serrano	Vice President for Finance	Present
Arwa Mohamed Hammad	Vice President for External Affairs	Present
Daniel Ruiz	Vice President for University Affairs	Present
Diana Rangel	College of Ethnic Studies Rep.	Present
Ananya Sharma	College of Natural & Social Sciences Rep.	Present
Blanca Martinez-Navarro	AVP for Student Affairs & Enrollment Management and Dean of Students	Excused Tardy @ 3:16 pm
Barnaby Peake	ASI Executive Director	Present
Dena Florez	Associate Executive Director	Present
Amanda Maldonado	Administrative Coordinator	Present
Ashley Foskey	Program Coordinator	Excused Absence
Guests of the Gallery		

C. Adoption of the Agenda

Offered By:	Yahir Flores	Seconded by:	Arwa Hammad			
Motion to approve the Agenda for Tuesday, February 11, 2025						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

D. Approval of the Minutes

Offered By:	Arwa Hammad	Seconded by:	Daniel Ruiz			
Motion to approve the Minutes for Tuesday, October 8, 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. TIAA Retirement Plan Updates

Barnaby: The formal approval will happen at the next Board of Directors meeting. ASI used to have their TIAA retirement under the U-SU; however, the U-SU had to update their plan allowing us to separate from them and have our own retirement plan with TIAA. The TIAA retirement is for the 5 full-time staff.

Dena: Gave more details about TIAA, the plan has always existed we were just under the U-SU. Pretty much nothing is changing, it is just now ASI will have their own retirement plan to offer as a benefit to the staff.

B. Minimum Wage Increase (July 1, 2025)

Dena: The State of California raises their minimum wage in January, however; since ASI is an auxiliary, and reside in Los Angeles we must follow LA City minimum wage and notice went out that minimum wage is increasing July 1st. This is not an action item because we must comply with the increase; this affects our student assistants. The matrix is based off levels and steps and each student assistants fall within the levels and the level is determined by their position description and experience. The steps are a guide if we want to give merit after their annual evaluation, however; it is not guaranteed.

IV. Action Items

V. Discussion Items

A. ASI Compensation Study (AOA review)

Barnaby: For an organization to stay competitive and to keep retention companies must evaluate their compensation with other companies every few years to see where they align with everyone else. In 2023, we took the 2021 AOA compensation study and created ranges for the 5 full-time staff as before our positions did not have a range. Last year, AOA paid an external firm to evaluate the compensation between all CSU auxiliaries. A survey was sent to all auxiliary Executive Directors and 34 auxiliaries participated including us, ASI LA. There were 6 auxiliaries that has under 50 employees, one of them is us. 14/22 ASI's participated which provides an excellent comparison against our salary ranges. They took average of the minimum of the scale, a mid-point, and maximum; some of the ranges are wide. Analyzing it with our current salary ranges for all the staff, a couple of our positions are below the AOA salary ranges

Arwa: Asks a question on the range of the vacant positions but also on the budget

Cindy: Answers her question for better understanding

Barnaby: Shares an example of salary and job tasks and compares to another place making more for the same salary but does understand what Arwa means

Yahir: Asks if the study differentiate, which ASI's that own their union or don't

Barnaby: No, now they do have the separate groups but since we are our own it is not separated in that way but that is where these ranges are helpful because these are the averages for all full-time positions

Blanca: This is a great study and an educational opportunity for the students but given what they have here at this institution given the size and responsible is it the same as the other schools like community college or UC's

Barnaby: Agrees and shares more

Blanca: Asks if the study is exclusive to just the state of California?

Barnaby: No, it is just exclusive to just the CSU and auxiliaries and it is free, but they can pay for someone to do of more a study

Yahir: Would like Blanca to clarify

Blanca: Clarifies that sometimes they do a comparative analysis, and they could stay within the state city or region, but CSULA we are unique with the student demographic, so we are not comparable with other schools so sometimes she will look for other school and gives examples like Texas or Arizona where we won't find them here in the state but somewhere else outside the state

Barnaby: He focused more on just ASI's, but he can look more into it like also adding any other auxiliaries not just the unions as well but then that is where such as UAS they have very different jobs then us and says they do have to pick and choose with this and that is what's great with this.

Alonso: Asks if this is something he can find online or how they can get access to it

Barnaby: Shares it is not online and if they would like to let him know he will provide them but to treat this private it is not confidential but protect them and this information and this is not information to share or post on social media.

Ananya: Has a question

Barnaby: Answers that the different of the national average and the city and the cost of living and more and calculated that would be the equivalent to this city

B. ED Evaluation Timeline

Barnaby: This is here to review and they are responsible to the evaluation there is three components it is based on his job description then it is led by Blanca and Yahir then everyone else and people who work with him in the University as well and then they both will combine his and everyone's evaluation then have a meeting but it then does get confidential and then will go into personnel but anything confidential will not be included

C. Employee Handbook/ consolidation of policies update

Barnaby: Currently working on the handbook

VI. Reports

A. Voting Membership

B. Advisors

VII. Adjournment

Offered By:	Yahir Flores			Seconded by:	Alonso Villanueva Serrano		
Motion to adjourn the meeting at 3:57 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 February 11, 2025, in Alhambra Room – U-SU Room 305, University Student Union Building and were approved by consensus by the ASI Personnel Committee on Tuesday, March 11, 2025.

Prepared by:

Alexis Narvaez

Alexis Narvaez (May 28, 2025 12:38 PDT)

Alexis Narvaez - Recording Secretary

Cindy Nguyen

Cindy Nguyen (May 28, 2025 14:08 PDT)

Cindy Nguyen - Chief of Staff

Personnel Committee Minutes 2.11.25


CERTIFIED


Final Audit Report


2025-05-28


Created:	2025-05-27 (Pacific Daylight Time)
By:	Amanda Maldonado (amaldo95@calstatela.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAArhOpCSQQHZxp8qycVmAyJ5cyYu1LhRqs


"Personnel Committee Minutes 2.11.25 CERTIFIED" History


 Document created by Amanda Maldonado (amaldo95@calstatela.edu)
2025-05-27 - 10:34:27 PM PDT


 Document emailed to asiaa3@calstatela.edu for signature
2025-05-27 - 10:35:45 PM PDT


 Email viewed by asiaa3@calstatela.edu
2025-05-28 - 12:37:27 PM PDT


 Signer asiaa3@calstatela.edu entered name at signing as Alexis Narvaez
2025-05-28 - 12:38:01 PM PDT


 Document e-signed by Alexis Narvaez (asiaa3@calstatela.edu)
Signature Date: 2025-05-28 - 12:38:03 PM PDT - Time Source: server

 Document emailed to asicos@calstatela.edu for signature
2025-05-28 - 12:38:04 PM PDT

 Email viewed by asicos@calstatela.edu
2025-05-28 - 2:07:42 PM PDT

 Signer asicos@calstatela.edu entered name at signing as Cindy Nguyen
2025-05-28 - 2:08:02 PM PDT

 Document e-signed by Cindy Nguyen (asicos@calstatela.edu)
Signature Date: 2025-05-28 - 2:08:04 PM PDT - Time Source: server

 Agreement completed.
2025-05-28 - 2:08:04 PM PDT