Personnel Committee Meeting
Minutes

DRAFT

Date: Tuesday, September 15, 2026
Location: Community Room – Library North B131
Type of Meeting: General

Time: 3:00-4:00 pm
Attendees: Membership, General Public

I. Organizational Items:

A. Call to order by: Sophia Gamino, Executive Vice President @ 3:05pm

B. Roll Call

Sophia Gamino	Executive Vice President	Present
Ashley Bellorin	President	Excused Tardy @ 3:26 pm
Jesus Corona	Vice President for Community Engagement	Present
Byran Alvarado Chavez	Vice President for Finance	Present
Natalie Torres	Vice President for External Affairs	Present
Jazmine Rocha	Vice President for University Affairs	Excused Tardy @ 3:27 pm
Cinnamon Leggett	College of Arts and Letters Rep.	Excused Tardy @ 3:26 pm
Hermione Farrah Hsu	College of Health and Human Services Rep.	Present
Jennifer Celaya Davis	AVP for Student Affairs & Enrollment Management	Present
Barnaby Peake	ASI Executive Director	Present
Dena Florez	Associate Executive Director	Present
Amanda Maldonado	ASI Administrative Coordinator	Present
Guests of the Gallery		

C. Adoption of the Agenda

Offered By:	Bryan Alvarado Chavez	Seconded by:		Jesus Corona		
Motion to approve the agenda for Tuesday, September 15, 2026 Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

D. Certification of the Minutes

Offered By:	Bryan Alvarado Chavez	Seconded by:		Jesus Corona		
Motion to certify the minutes for Tuesday, March 10, 2026 Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

II. Public Comment: We will now move on to Public Comment. This time is allotted for the public to bring up comments or concerns of interest to the committee. Please be advised that due to a set agenda, the board will not address the items brought up at this time but will note them down for the Executive Committee's review and action. If members of the public would like to be followed up with directly, please provide your contact information through the QR code on the door or through the form provided on the ASI website meeting agenda. We will now call on members of the public in order of registration before moving on to the public.

III. Informational Items

A. Personnel Committee Code of Procedures

Sophia: Just goes over why we have this committee

Barnaby: Says that we always go over the code of procedures at the first meetings, but you all went over them in the summer. Focuses on ASI eternally, so most of this agenda comes through himself. Lists of what this committee oversees and a sounding board for reviewing our staffing model. Will sometimes review position descriptions and titles. This group has also worked on compensation for employees, before it goes to finance, we will present it to you all to review and get feedback on. If we have any vacancies in the full-time staff, this is the default committee that reviews applications and hires staff. Some major components that we are working on this year is policies and procedures related to employees. We are going to do a consolidated employee handbook and will talk more about it this year. Right now, we have multiple policies so we are going to put all of those in one document and update all of them. Lastly, Ashley and Jennifer will do his evaluation in the spring and input from the board members and senators.

B. ASI staffing & hiring update

Barnaby: Right now, we have some student staff positions that are vacant, web designer position and outreach coordinator position. In addition, we budgeted for 3 students to do the referendum marketing and outreach, we have not hired these positions and are posted in handshake, so if you want to recommend students to do so they can apply there. For the student staff positions you all are the search committee, but the full-time staff will do the interviews but you all would be working with the students after the fact.

Sophia: Asks if we are just waiting to get referendum positions are we waiting to get the green light from the president's cabinet so we can start getting applications to come in

Barnaby: Yes, the intent was budgeted to start those positions in August, so the idea was to hire in the summer and train them all August and start marketing in the fall semester. We've just been waiting for feedback from the university, which thinks is coming this week, we're just delayed because we don't want to hire students and not have them do anything so we're waiting to see what happens and fill those positions and get them trained.

Jesus: Asks if these positions, he can ask in class if they are interested

Sophia: Yes, what I did in the past is reach out to the professor and ask if they can do an announcement on their canvas for each of the classes. But any other way you know to get the word out.

C. ASI Professional Development - $0

Barnaby: In the past, part of the personnel budget is in four different sections and have provided funds as most companies do to allow staff to attend conferences and get professional development. The past couple years that have been zero because of our financial situation, so we don't have anything budgeted this year and in the past its been about 3,000 a person. It's a great opportunity the conferences we attend and support the work we do in student affairs and college/higher education. The AOA is a big one, that the CSU'S come together to converse on system wide policy changes, human resource functions, budget functions. Bringing this up to let you all know that's it's something we would like to do, but with budgets tight it's a luxury and the priority is to send you all to CSSA, CSUnity, and CHESS. We do have professional development funds for the student staff, so we will do that for on campus retreats and training.

Dena: Feels like as far as professional development, does have colleagues out there that can get us through, but it's good to go to conferences and networking with others. For our student staff as we look at their position description, how do we get them ready for their career. Our goal for our admins is that they have learned office procedures, communication, email adequate. For our graphics team, they have Gus, as well as having to attend conferences and having them attend Adobe Max and stay current with the trends. Thinks it's important so when they graduate, they are career ready and the development of confidence.

Barnaby: Wants to add as well about Adobe Max, they have a major industry wide conference. Gus is willing to put up a proposal for you all that we are going to incorporate into the budget to see if we can send the three students this year. The graphics team has been bringing in some money, so we want to train them to be professionals.

Sophia: Knows we had the 26-27 budget approved, and asks if that would be allocated into this budget or are we talking for the 27-28 budget

Dena: We would be allocating it into this budget. As Barnaby mentioned, Gus is doing work for the campus, we will bill it out so the money that comes in will fall under miscellaneous revenue and he would like to use that budget to send his students to Adobe Max, so you'll see the professional line item might go a little bit over, by the miscellaneous will offset that.

Sophia: Knows last year was talking about money that would roll over and they did proposals for the marketing team, so asks why not just spend it in that year

Dena: You all saw the audit report and got the final figures from there. We also got the updated close out on student fees that we will go over in finance.

D. AOA Compensation Study this year

Barnaby: Just a heads up on the auxiliary, we pay membership dues as it is a requirement for auxiliaries to do that. Some of the thing's AOA does, every 2-3 years they hire a firm to do a salary survey of all the auxiliaries. So, we would get sometime this winter a request to fill out all of our employees' salary information. With all the information they will do a bench marking report.

Barnaby: Will bring back the information to this group to show you where our salaries benchmark with the auxiliaries

Ashley: In terms of the salaries are you getting paid depending on your position name or is it normal to pay your employees on that range

Barnaby: How they use the benchmarking studies is you would look on the classification and narrows it down to the AOA study, but not all the positions are the same. It is weighted based on region. The importance on why we do this is because think, if we were starting fresh how much would you have to pay to recruit somebody to do the work that we are doing. We have to remain competitive to retain employees.

Ashley: Does experience go into that as well; the range

Barnaby: Does factor that in in some ways, there are different classification. We might not do anything with the report, will submit it and get the study back, but might not do anything because our financial situation does not allow it, but just good information to have.

Barnaby: Student staff are not incorporated into the AOA study, because they are hourly and minimum wage is $18.42

Dena: They have what we have called step of levels, or the minimum wage scale goes up. We are an auxiliary so we are governed by LA rates.

Ashley: Regarding ASI, do we have to pay the university a fee for being in Cal State LA

Barnaby: It is part of our operating agreement so it is a mutual situation. We also get to recover our costs because of graphic design and banking for student orgs.

Ashley: Asks for clarification for the RSOs

Barnaby: The service for doing the banking is actually the responsibility of the university. Clubs are the legal responsibility of the university, but since we are closer with the students and have more interface, it is our role to work with RSOs. It is a part of our mission to provide RSOs with money to do their programs. It is in a way saying, we do this for the university and having that balance.

Sophia: For the AOA compensation, after the benchmarking survey is done and there is a reference point, is there anything besides salary comparison that it would be used for, or if it is just if we are going to hire someone, look at this

Barnaby: It depends, in the past if we realized we are out of range in a significant way, so I brought it to this group and worked it into the annual budget to elevate some of the positions. It is based on funding and what we can do, but it is just information for us to have. We would use it for a new position to see what we would set the salary.

E. Student Staff & Pro Staff Roles – Position Descriptions

Barnaby: We all have position descriptions on the website for all student staff and full-time staff, which we use for evaluations. They are reviewed as needed and some of the full-time staff, we will bring them to this committee to review them and get feedback.

Dena: Mentioned earlier the nays competencies, so we are going to be going over the student staff roles positions and descriptions of our student staff and how do we make the fall nays to where the students graduate, they will have that for their career

Canela: Asks if student staff still fall under this committee

Barnaby: Typically, no

Dena: They do not fall under the personnel committee, front desk is handled by Dena and Amanda then we bring over the decision to Barnaby.

Barnaby: The staffing structure starts here, but hiring goes through staffing. Full-time staff come through this committee. In the past this committee has delegated a sperate search committee

Dena: In the past has pulled from CSI to get a broader look and decided the search committee they are going to use and just reported back to personnel

IV. Action Items

V. Discussion Items

A. Employee Handbook development and consolidation of policies – update

1. **ASI Personnel Policies webpage**

Barnaby: If you look under governing documents and policy government documents you see three categories. We have been doing a lot of work on policies but most of them have not been updated in over a decade, and they do not cover all the legal requirements for employees to have in the state of California. Does not think there is a policy for voting, military leave. The USU gave us access to a resource called Compliance HR which they do employment laws and each year they release a template. We mesh all of ASI'S policies with the federal and state guidelines. I was hoping to have it done this summer and did not get to finish it, but this is our work this year in this committee and will bring bits and pieces to you all. Our attorney will be involved in this process to review the document. We do have to pass it through the board because it is policy, but your job is to know and understand all of that. No one has to be HR experts; we are going to hire people to do that because we cannot afford to not have something done correctly.
Dena: If we look at the policies Barnaby has up there, some of the numbers are missing, those are the policies that have been compressed. ASI has taken on payroll so that's new for her. The next step is to do the personnel handbook and to get ready for the next chancellor's audit.
Barnaby: Ideally when we complete this process it is basically going to have the three handbooks, employees, full-time staff, and student leaders
Ashley: Asks if this will be sent to us before approval
Dena: Yes, but in sections
Barnaby: Can send you the whole document but highlight to sections we want to discuss here. Will see how much of a draft we can get by the next meeting.

VI. Reports

A. Voting Membership

B. Advisors

Jesus: Wants to make a survey and work with Ashley and Gus for homecoming
Jazmine: The report that was approved at the last BOD, does want to send that out. SFAC is meeting on Thursday at SSB 6th floor.

VII. Adjournment

Offered By:	Ashley Bellorin		Seconded by:	Jazmine Rocha		
Motion to adjourn the meeting @ 4:02 pm 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 Tuesday, September 15, 2026, at Community Room Library North B131, and were approved by consensus by the ASI Personnel Committee on Tuesday, November 10, 2026.

Prepared by:

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Lauren Bacio- Recording Secretary

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Sophia Gamino – Executive Vice President