



# Personnel Committee Meeting

## Minutes

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Tuesday, April 3, 2018

Type of meeting: Special

Time: 3:15- 4:15 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

### I. Organizational Items:

a. Called to Order by Marcial Romero @ 3:24 pm

#### b. Roll Call

David Zitser	<i>President</i>	xPresent
Marcial Romero	<i>Vice President for Administration</i>	xPresent
Neyda Umana	<i>Vice President for Academic Governance</i>	xUnexcused Absence
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>	xExcused Absence
Jeovany Aguilar	<i>Chief Justice</i>	xUnexcused Absence
Susie Varela	<i>Director of Human Resources</i>	xPresent
Pablo Ortega	<i>Human Resources</i>	n/a
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>	xUnexcused Absence

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

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jazmin Ortiz</b>			
Motion to approve the adoption of Agenda for Tuesday, April 3, 2018						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jazmin Ortiz</b>			
Motion to change minutes date to March 6, 2018						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

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

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>David Zitser</b>			
Motion to approval of the minutes for Tuesday, March 6, 2018						

All in Favor	All	Opposed	None	Abstained	0	Motion: Passed
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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. Information

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motion to closed session						
All in Favor	3	Opposed	None	Abstained	0	Motion: Passed

- a. **ASI Full-Time/Part-Time/Student Assistant Salary Review-** The committee will review staff salary and benefit projections for the next year.  
 CLOSED SESSION
- b. **Status Transition Discussion of the Administrative Assistant to the Executive Director-** The committee will discuss moving the position from part-time to fulltime along with the financial implications by May 1, 2018.  
 CLOSED SESSION

IV. Discussion Items:

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motion to open session						
All in Favor	3	Opposed	None	Abstained	0	Motion: Passed

- a. **Time on Essential Tasks-** The Personnel Committee will review the "Time on Essential Tasks List"
  - i. **Staff Workflow-** The Personnel Committee will develop possible recommendations to have more efficient Staff Workflow.  
 **Alix**  
 No questions  
 **Intef**  
 A couple of committee members thinks Strategic Planning and Policy and Procedure Development should be higher and have a higher percentage because it's an essential task. While, Personnel, Student Development, and Procedure should be lower since Ashley and Marcus do majority of it.  
 David Zitser thinks university relations should be higher in the essential task list or in the overall job description.

Offered By:	Jazmin Ortiz	Seconded by:	David Zitser			
Motion to table the rest of the agenda						
All in Favor	All	Opposed	None	Abstained	0	Motion: Passed

V. Reports

VI. Discussion

VII. Adjournment

Offered By:	Jazmin Ortiz	Seconded by:	Aaron Castaneda			
Motioned to adjourn the meeting at 4:16 pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Associated Students, Inc.  
Personnel Committee Meeting  
Summary of Actions Taken  
Tuesday, April 3, 2018

I. Organizational Items:

a. Called to Order by Marcial Romero @ 3:24 pm

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motion to approve the adoption of Agenda for Tuesday, April 3, 2018						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	David Zitser			
Motion to approve the approval of minutes for Tuesday, March 6, 2018						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

VII. Adjournment

Offered By:	Jazmin Ortiz	Seconded by:	Aaron Castaneda			
Motioned to adjourn the meeting at 4:16 pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

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**CERTIFICATION**

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Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on April 3, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday,

Prepared by:

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**Dena Florez  
Recording Secretary**

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**Jazmin Ortiz  
Secretary/Treasurer**

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