



# Personnel Meeting

## Minutes

Day/Date: Tuesday, July 20, 2021  
 Time: 4:45- 5:45  
 Location: Zoom  
 Attendees: Executive committee, General Public  
 Type of Meeting: General Public

❖ **Organizational Items:**

- **Call to order by: Chair Diana Chavez ASI President @**
- **Roll Call**

Angelina Gomez	Vice President for Administration	Excused Absence
Diana Chavez	President	Present
	Vice President for Finance	
Cristian Flores	Vice President for Academic Governance	Present
Analiz Marmolejo	Vice President for External Affairs and Advancement	Excused Absence
Anna Nguyen	Secretary Treasure-Rep-At-Large	Present
Sasha Prakir	Chief Justice	Excused Absence
Susie Varela	Human Resources	Present
Aaron Burgess	University President's Designee	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present

➤ **Adoption of the Agenda**

Offered By:	Anna Nguyen	Seconded by:	Cristian Flores			
Motion to Approve Agenda for Tuesday, July 20, 2021						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

➤ **Approval of the Minutes**

Offered By:	Cristian Flores	Seconded by:	Anna Nguyen			
Motion to table the Minutes for Tuesday, May 11, 2021						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

❖ **Public Forum**

- This time is allotted to members of the public to address the board regarding items not included on the meeting agenda.

❖ **Informational Items**

- **Committee Orientation**
  - **Barnaby Peake:** I am wandering if we should wait to do it until everyone is here, I recommend to table.

Offered By:	Cristian Flores	Seconded by:	Anna Nguyen			
Motion to table the Committee Orientation until the next meeting.						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

❖ Discussion Items

➤ Programs Coordinator

- **Barnaby Peake:** We have been working with staff about the job descriptions we have for the program coordinator and administrative coordinator and student staff position, and we hope we discuss and approve here in personnel. Barnaby goes over the edits and changes of the position. Hopefully we can get help from Susie in some of these statements.
- **Diana Chavez:** I saw something about screaming eagles and I am not sure that is something the program coordinator will work on and what I saw that has to do with that is overseeing the recruitment of volunteers would that count screaming eagles.
- **Barnaby Peake:** That statement was more general.
- **Dena Florez:** I think last year Ledi dealt with screaming eagles, and they utilized screaming eagles when Bryan was scream commissioner was that because we were dividing and conquering or are they under the VPA?
- **Diana Chavez:** I was under the impression that the coordinator oversaw the volunteer because the VPA and the coordinator tend to collab because VPA does the commissioners, but I wasn't under the impression that the VPA only oversees screaming eagles.
- **Barnaby Peake:** Looking at the coordinator position they would provide support for all the students and dealing with those volunteers I think it is important to have a professional staff.
- **Diana Chavez:** What about our Peru trip?
- **Barnaby Peake:** That's where I said the alternative break and that's where they will be working with me in that program.
- **Diana Chavez:** I know that the responsibility of the alternative break was under the Director of governmental affairs so why was that changed to assist the ED?
- **Barnaby Peake:** Right now, I have been working with the alternative break and I think because we have had structural changes and we need a strong position that works with the student leaders.

➤ Administrative Coordinator

- **Barnaby Peake:** This was a previous position that was working with the financials of ASI and operations. A key member to support the staff and students.
- **Dena Florez:** This position will help with support and oversee the student staff. Dena goes over the changes and qualifications of the position of Administrative Coordinator position. We want to be consistent so Susie if you can let us know anything.
- **Diana Chavez:** Will this replace the office manager?
- **Dena Florez:** One of the things we want to offer our employees is growth and we are trying to take out all of the fiscal responsibilities with the AED, so it is an entry level position.
- **Diana Chavez:** I know that AED does more collaboration with the VPF for this is it more general?
- **Dena Florez:** This will probably oversee the vice chair for clubs and orgs.
- **Diana Chavez:** should we add something along the lines of collab or assist the vice chair.
- **Barnaby Peake:** I think in this one it says advising student leaders.

➤ Student Staff Position

- **Dena Florez:** Sithyna submitted her letter of resignation effective June 30<sup>th</sup>. Dena Goes over changes of Student Staff Position.
- **Diana Chavez:** This is just a revise or new?
- **Dena Florez:** Its more of a revise

➤ Animation and Motion Graphic Artist

- **Gus Salazar:** This is more of a revise of an old position but adapted to our situation and making it more of an animation position and video editing. Gus goes over the revisions and job description.
- **Diana Chavez:** This is a revise to what position we have?
- **Gus Salazar:** It is for the position of the graphic design and production, but I want to hire for this instead.
- **Dena Florez:** Gus did you have another position.
- **Gus Salazar:** That position that you're talking about is already approved.

❖ Reports

- ASI Vice President for Administration: Angelina Gomez
  - Angelina:
- University's Office of Human Resource Management: Susie Varela
  - Susie: NONE
- Executive Director: Barnaby Peake

- Barnaby: NONE
- University Designee: Aaron Burgess
  - Aaron: NONE

❖ Adjournment:

Offered By:	Aaron Burgess	Seconded by:	Cristian Flores			
Motion to adjourn the meeting at 4:49 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 Board of Directors Meeting of the Associated Students, Inc., Cal State Los Angeles held on July 20, 2021, on Zoom and were approved by consensus by the ASI Personnel Committee on Tuesday, July 27, 2021.

Prepared by:

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Dena Florez- Recording Secretary

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Anna Nguyen- Secretary Treasurer