



Personnel Committee Meeting

Minutes

Day/Date: Tuesday, October 25, 2022
 Time: 3:00 – 4:00 PM
 Location: U-SU Alhambra Room 305
 Attendees: Personnel committee, General Public
 Type of Meeting: General

I. Organizational Items:

Call to order by: Brian Nguyen, VPA @ 3:08 PM

b. Roll Call

Jaime Arellano	ASI President	Present
Brian Nguyen	Vice President for Administration	Present
Emily Chen	Secretary/Treasurer	Present
Andrew Klein	Vice President for Finance	Excused Tardy, reg @ 3:10pm
Sasha Prakir	Vice President for External Affairs and Advancement	Present
John Eleby	Vice President for Academic Governance	Excused Tardy
Cindy Nguyen	College of Natural and Social Sciences	Present
Susie Varela	University Human Resources	Excused Absence
Danielle Chambers	University President's Designee	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present
Gus Salazar	Director of Graphics and Marketing	Excused Absence

c. Approval of the Agenda

Offered By:	Emily Chen	Seconded by:	Sasha Prakir
Motion to Approve Agenda for Tuesday, October 25, 2022			
Consensus reached			
All in Favor	All	Opposed	0
Abstained	0	Motion: Passed	

d. Certification of the Minutes

Offered By:	Sasha Prakir	Seconded by:	Cindy Nguyen
Motion to certify the minutes for September 27, 2022			
Consensus Reached			
All in Favor	All	Opposed	0
Abstained	0	Motion: Passed	

ii. **Public Forum**
N/A

iii. **Information Items**

A. Student Assistant Handbook update

Barnaby: Finished formatting changes and was approved. So soon it will be going up to ASI website and that replaces policy 115-116 those will be soon updated on the website. Full time staff handbook and student leader handbook.

Brian: Any questions? Also, he believes you emailed it to all of us?

Barnaby: I emailed it to a few of you the new handbooks. I can send you the link but it is mainly for staff.

B. Chancellors Compliance Audit update

Barnaby: Last spring there was an audit and the review everything we say we do and make sure the CSU policies are being followed. 4 findings personnel policy the first reason is payroll tracking our employment and any changes in pay they know Amanda is working on that. 2 is policy conflict of interest and it goes for everyone. 3. eligibility check since we change positions after a while.

Danielle: Questions regarding on separation.

Barnaby: No mostly ETR forms none with personnel records.

Dena: ETR forms and explains employees separating and pay.

Barnaby: Explains briefly

Danielle: What if someone gets a raise?

Dena: No, shares an example of a temp student they had then into full time. Explains more.

Danielle: Okay

Barnaby: Explains a little more on the situation

Dena: Shares a prior to the audit ASI had a lot going on at the time but how we have an ED we are having everything follow into place. Structure is here now just paperwork.

C. Student Staff Hiring Update (Staff)

Dena: Turning over to Amanda.

Amanda: Last personnel meeting I mentioned that we still have a position open, but we gave first hand to our 2-office assistant and one of them did have interest so we will be interviewing her and how it goes we will put her in that position or we will keep looking.

Dena: Gus is also looking for two positions Web and social media assistant. All the positions will be on handshake. We do accept applications if the person is a walk in.

IV. Discussion Items

A. Recommendation to retire [Policy 109](#)- Student Hiring Procedure

Barnaby: Goes over the policy so we are cleaning up a lot of policies and changing he will be paying attention to all procedures because they aren't policies but procedures and it is important because we haven't been following most but we are doing the handbook so all should so be falling into place. Also shares that any recommendations please mention it for the next meeting to remove this policy.

Danielle: Are you looking to retire this policy or initiate a new one.

Barnaby: Yes, redoing procedure Admin Procedure.

Danielle: Which policy would it link to?

Barnaby: Answers the question.

Danielle: Thank you.

B. Recommendation to retire [Policy 112](#)- Identification Cards

Barnaby: Speaks on the policy and explains that at one point Dena shared you had to wear your card to show you work here. It is your ID since we don't do that anymore let's remove it.

V. Action Items

N/A

VI. Reports

Brian: Mine is ASI's applicants, they are soon going to speak with Milton and I on interviews. No other Reports

VII. Adjournment

Motion to Approve Adjournment 3:31 p.m.

Offered By:	Andrew Klein	Seconded by:	Sasha Prakir			
Motion to Adjourn the meeting at 3:31 P.M. Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the ASI Personnel Meeting of the Associated Students, Inc., Cal State Los Angeles held on October 25, 2022, in U-SU Alhambra Room 305 and were approved by consensus by the ASI Personnel Committee on Tuesday, November 8, 2022.

Prepared by:

Alexis Narvaez- Recording Secretary

Emily Chen- Secretary Treasurer