



Personnel Meeting

Minutes

Day/Date: April 4, 2023

Time: 4:30-5:30 pm

Location: U-SU Alhambra Room, 305

Attendees: Personnel Committee, General Public

Type of Meeting: General

I. Organizational Items:

a. **Call to order by: Yahir Flores, VP for Administration @ 4:36 pm**

b. **Roll Call**

Brian Nguyen	ASI President	Present
Yahir Flores	Vice President for Administration	Present
Emily Chen	Secretary/Treasurer	Excused Absence
Andrew Klein	Vice President for Finance	Present
Sasha Prakir	Vice President for External Affairs and Advancement	Present
John Eleby	Vice President for Academic Governance	Excused Absence
Arwa Hammad	College of Arts & Letters Rep.	Present
Cindy Nguyen	College of Natural and Social Sciences	Present
Susie Varela	University Human Resources	Present
Danielle Chambers	University President's Designee	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present

c. Approval of the agenda for April 4, 2023

Offered By:	Andrew Klein	Seconded by:	Sasha Prakir			
Motion to approve the agenda for April 4, 2023						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Certification of the minutes from March 14, 2023

Offered By:	Cindy Nguyen	Seconded by:	Andrew Klein
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Motion to certify the minutes for March 14, 2023						
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. Evaluation process for the Executive Director

Barnaby - went over the ASI Executive Director Evaluation Process. He went over a brief summary on the purpose of the committee and the importance of confidential when handling with evaluations. The evaluation process starts off with the self-evaluation, leading into a peer review when this committee can send it feedback.

Danielle – I will send a Microsoft form to everyone here to provide feedback.

Barnaby – Danielle and Brian will review the feedback and will write the performance evaluation.

Dena – Mentioned prior years, the entire board would give feedback on the Executive Director

Barnaby – The personnel committee is charged to handle ASI employee's matters.

b. Presentation of the student staff wages for 2023-2024

Barnaby - presented the Student Assistant Classification and Wage Matrix as stated in the Student Assistants Handbook. Minimum wage is increasing to \$16.78 starting July 1st and that will be incorporated in the 2023-2024 budget. Depending what position, they are in determines what level and step they are at.

IV. Action Items

a. Program Coordinator recruitment – charge the search committee (Barnaby)

Barnaby – The posting has been posted on various websites. The search committee will be consisted of Karlos, Fabi, and a couple of student leaders. If you are interested to be a part of the committee let me know, the search will go into the summer as we will review applications next month.

Offered By:	Brian Nguyen	Seconded by:	Sasha Prakir			
Motion to charge a Program Coordinator search committee						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

V. Discussion Items

a. Recommended ranges from the salary study for ASI full-time staff (Barnaby)

Barnaby – The ranges presented here are based on a CSU Auxiliary study – it includes all 23 campuses and every auxiliary within. The ranges here are the appropriate ranges for the full-time staff, we need to ensure all staff in the appropriate range. This document will come back for approval, let me know if you have any questions beforehand.

b. Presentation of the Executive Director Self-evaluation

Barnaby – presented his self-evaluation to the committee, went section by section – Core Competencies (Communication, Customer Service, Job Skills, Cooperation, etc), Management (Strategic Leadership, Financial Leadership, People Leadership), and goals and achievements. Also discussed his performance planning for the next review period.

VI. Reports

a. Voting Membership

N/A – reports were given at Exec

b. Advisors

N/A – reports were given at Exec

VII. Adjournment

Offered By:	Cindy Nguyen	Seconded by:	Andrew Kleiin			
Motion to adjourn the meeting at 5:17 pm						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the **Personnel Committee Meeting** of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, April 4, 2023, in the University Student Union. Consensus by the ASI Personnel Committee on Tuesday, April 18, 2023.

Prepared by:

Alexis Narvaez, Recording Secretary

Emily Chen, Secretary/Treasurer