



# Personnel Committee Meeting

## Minutes

Day/Date: \_\_\_\_\_ March 14, 2023 \_\_\_\_\_  
 Time: \_\_\_\_\_ 4:30pm \_\_\_\_\_  
 Location: \_\_\_\_\_ USU Alhambra Room 305 \_\_\_\_\_  
 Attendees: Personnel Committee, General Public  
 Type of Meeting: \_\_\_\_\_ General \_\_\_\_\_

**I. Organizational Items:**  
**Call to order by: Yahir Flores, VPA @ 4:34 PM**

**b. Roll Call**

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

**C. Approval of the agenda for March 14, 2023**



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Offered By:	John Eleby	Seconded by:	Cindy Nguyen			
Motion to Approve Agenda for Tuesday, March 14, 2023 Consensus reached						
All in Favor	All	Opposed	0	Abstain ed	0	Motion: Passed



### d. Table Certification of Minutes

Offered By:	Cindy Nguyen	Seconded by:	John Eleby			
Motion to table the certification of February 14, 2023, and November 8, 2022						
All in Favor	All	Opposed	0	Abstain ed	0	Motion: Passed

### E. Certification of the minutes from January 31, 2023

Offered By:	Cindy Nguyen	Seconded by:	John Eleby			
Motion to certify the Minutes for Tuesday, January 31, 2023 Consensus Reached						
All in Favor	All	Opposed	0	Abstain ed	0	Motion: Passed

### G. Certification of the minutes from November 29, 2022

Offered By:	Brian Nguyen	Seconded by:	Cindy Nguyen			
Motion to certify the Minutes for Tuesday, November 29, 2023 Consensus Reached						



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All in Favor	All	Opposed	0	Abstain ed	0	Motion: Passed
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**II. Public Comment: This time is allotted for the public to address the Committee regarding items not included on the meeting agenda.**

**John:** Speaks on a big event coming up and sends an email of the upcoming event and wants participation of ASI.

**III. Information Items**

**A. Student staff hiring updates (staff)**

**Dena:** The new hire, Mariah, will be office staff, and Gus is still looking for new hires.

**Yahir:** Thanks Dena

**Barnaby:** Explains what Gus is doing to fill those positions.

**Andrew:** Ask how those positions will be filled. Advertisement on a handshake or around campus?

**Barnaby:** Shares his answers.

**B. ED Evaluation and Staff annual evaluation procedures (Barnaby)**

**Barnaby:** Explains what it is and shares how student leaders will participate in full-time and student staff evaluations. He shares the depth of his evaluation as well.

**Dena:** Asks questions on the submission with the board and how in the past they reviewed it.

**Barnaby:** Answers and clarifies what they will be doing and goes over a policy that shares how the evaluation goes.

**Arwa:** Asks a question on evaluations.

**Barnaby:** Answers and shares whom he works with more based on his responsibilities.

**John:** Shares his thoughts on the evaluation.

**Barnaby:** Agrees and shares he wants feedback.

**John:** Shares his thoughts on the evaluation.

**Arwa:** Shares her thoughts and agrees with John on his thoughts and what he had to say and asks a question to Barnaby.

**Barnaby:** Agrees with both and shares next meeting, he will go into more depth and explanation on the evaluations.



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**John:** Shares that he is leaving early

**Yahir:** Excuses John

### IV. Action Item

#### A. Implementation of CSU salary adjustment for full-time staff (Barnaby)

**Barnaby:** Shares it is public, not something that is confidential but explains the salaries and increases within faculty and staff, which was affected July 1, 2022. He explains that they can have a 7% increase based on not having a hire for the program coordinator and shares his recommendation on implanting the 7% increase for the full-time staff.

**Andrew:** Asks if this is effective immediately.

**Barnaby:** Says yes.

**Andrew:** Asks if there will still be salary savings left.

**Barnaby:** Answers

**Yahir:** Clarified it is only 4 of the full-time staff.

**Barnaby:** He shares that he wouldn't like this to be posted on social media even though it is not confidential, but it is personal.

**Yahir:** Asks about the program coordinator's salary. Where would the money go?

**Barnaby:** Answers Yahir's question and shares what his next steps are.

#### Motion to approve action item A.

Offered By:	Cindy Nguyen	Seconded by:	Andrew Klein
Motion to approve action item A on the implementation of CSU salary adjustment on full-time staff			



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### V. Discussion Item

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

**Barnaby:** Shares programming will be coming back and support for the student leaders and sharing event ideas, but shares it is a challenge, and the position is critical and open a search. Shares the group is the default for the search committee, and the leaders will be helping to be on the lookout for the program coordinator.

**Yahir:** Questions about how they want faculty to help with this search committee.

**Barnaby:** Shares yes and clarifies why.

**Emily:** Asks about the program leader and how the college reps not graduating how well they communicate.

**Yahir:** Agrees and shares thoughts and wants to start the process now so it doesn't get dragged on.

**Barnaby:** Agrees

### VI. Reports

#### A. Voting Membership

N/A

#### B. Advisors

**Barnaby:** Shares that he is still completing the salary study with the ranges with each position and the salary and the starting ranges and shares theirs has not been evaluated but next meeting, he will try to have that for them all to see.

### VII. Adjournment



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Offered By:	Andrew Klein	Seconded by:	Arwa Hammad
Motion to adjourn the meeting. Consensus Reached			

**Meeting adjourned @ 5:20 p.m.**

### CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, March 14 2023, in USU-Alhambra Room 305. Consensus by the ASI Personnel Committee on Friday, April 4, 2023.

Prepared by:

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**Alexis Narvaez, Recording Secretary**

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**Emily Chen, Secretary/Treasurer**