



# Personnel Meeting

## Minutes

Day/Date: April 18, 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 @ 4:50 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	Excused Tardy @ 4:56 pm
John Eleby	Vice President for Academic Governance	Present
Arwa Hammad	College of Arts and Letters Rep.	Present
Cindy Nguyen	College of Natural and Social Sciences Rep.	Present
Susie Varela	University Human Resources	Unexcused Absence
Danielle Chambers	University President's Designee	Excused Absence
Dena Florez	Associate Executive Director	Excused Tardy
Barnaby Peake	Executive Director	Present

### c. Approval of the Agenda

Motion to remove discussion item A off the agenda

Offered By:	Andrew Klein	Seconded by:	John Eleby			
Motion to remove discussion item A off the agenda						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Offered By:	John Eleby	Seconded by:	Brian Nguyen			
Motion to Approve the amended Agenda for Tuesday, April 18, 2023						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**d. Certification of the Minutes**

Offered By:	John Eleby	Seconded by:	Arwa Hammad			
Motion to certify the minutes for April 4, 2023						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**II. Public Forum** - This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.

**John:** Mentions a thank you for graduation

**III. Informational Items**

**a. Program Coordinator Search Update (Barnaby)**

**Barnaby:** Shares the process and where to find the application and who will be on the committee of the search and hiring process but also shares they are applying.

**Yahir:** Shares his thoughts for the new incoming students on the program coordinator hiring process.

**IV. Action Items**

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

**Barnaby:** Shares the process and explains the details of the salary study and shares information about the other auxiliaries and how many schools answered. Shares studies of all jobs of the full-time staff from other USUs with similar job descriptions.

**John:** Ask two questions about the salaries if they are yearly and second when it would start if they were approved.

**Barnaby:** Answers both questions.

**John:** Understands

Motion to Approve the recommended salary studies for Full-time staff.

Offered By:	Andrew Klein	Seconded by:	Cindy Nguyen			
Motion to approve the recommended salary studies for full-time staff						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**b. Proposed compensation for full-time staff (Barnaby) – CLOSED SESSION**

Offered By:	Arwa Hammad	Seconded by:	John Eleby			
Motion to approve closed session						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Offered By:	John Eleby	Seconded by:	Arwa Hammad			
Motion to open the meeting						
Consensus Reached						

All in Favor	All	Opposed	0	Abstained	0	Motion: Passed
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**V. Discussion Item**

**a. Evaluation process for the Executive Director – CLOSED SSESSION**

**VI. Reports**

**Brian:** Speaks about the meeting with Danielle.

**John:** Has no link

**Brian:** Shares it was optional.

**John:** Understands and shares his reports

**Barnaby:** Shares report on the marketing and graphics part-time staff and shares how long they can keep them but are looking to hire people as soon as possible.

**VII. Adjournment**

Meeting adjourned @ 5:36 pm

Offered By:	John Eleby	Seconded by:	Cindy Nguyen			
Motion to Adjourn the meeting at 5:36 P.M.						
Consensus reached						
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 Tuesday, April 18, 2023 in U-SU Alhambra Room 305. Consensus by the ASI Personnel Committee on Wednesday, June 21, 2023.

Prepared by:

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**Alexis Narvaez, Recording Secretary**

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**Cindy Nguyen, Chief of Staff**