



# Personnel Committee Meeting

## Minutes

Tuesday, January 13, 2015  
 3:30pm-4:30pm U-SU Board Room #303 AB  
 Attendees: Personnel Committee & General Public

**I. Organizational Items:**

**a. Call to Order**

The meeting was called to order at 3:33 PM

**b. Roll Call**

Shane Vera	President	<input checked="" type="checkbox"/> Present
Dean Truong	Vice President for Administration	<input checked="" type="checkbox"/> Present
Nicholas Carrillo	Vice President for Academic Governance	<input checked="" type="checkbox"/> Present
Carina Kan	Vice President for Finance	<input checked="" type="checkbox"/> Present
Ruth Ramos	Secretary/ Treasurer	<input checked="" type="checkbox"/> Present
Paolo Galicia	College of Engineering, Computer Science, and Technology	<input checked="" type="checkbox"/> Excused Absent
Emmanuel Solls	Arts and Letters Representative	<input checked="" type="checkbox"/> Present
Samuel Han	Chief Justice	<input checked="" type="checkbox"/> Present
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Excused Late
Letycia Gomez	University President's Designee	
Guests of the Gallery		

**c. Adoption of Agenda (action):**

Offered By:	Dean Truong	Seconded by:	Carina Kan
Motion to approve the adoption of Agenda for Tuesday, January 13, 2015			
All in Favor	All	Opposed	Abstained
			Motion: Passed

**d. Approval of Minutes (action):**

Offered By:	Dean Truong	Seconded by:	Ruth Ramos
Motion to approve the minutes for November 4, 2014:			
All in Favor	All	Opposed	Abstained
			Motion: Passed

**II. Public Forum/Announcement:**

This time is allotted for members of the public or representatives to make announcements to the Personnel committee members.

**III. Discussion:**

**a) New chair for Personnel Committee- the committee will discuss making the Vice President for Administration chair of the Personnel Committee.**

- Dean Truong: I will meet with Intef and the fulltime staff so that we can bridge the gap between fulltime staff and student staff.
- Intef Weser: No action is needed an email will be sent.

**b) Employee Satisfaction- Happiness is vital to improving productivity. Committee will discuss how A.S.I. measures employ will being and satisfaction within the organization.**

- Dean Truong: We discussed with the executives about how we are measuring the wellbeing of our fulltime and student staff.
- Shane Vera: We want to foster a happy working environment

- Intef Weser: The student staff supervised by fulltime staff. We will be having our regular meeting with the student staff to discuss some challenges and customer service.
- Ruth Ramos: The regular staff meeting should have a box requesting feedback.
- Intef Weser: That is a great idea. We used to having something along the line of a pat on the back. The best way to server everyone. Projects need to go through fulltime staff.
- Ruth Ramos: Doe we have a shortage of staff?
- Intef Weser: We don't necessarily have a shortage of staff; we just have to ensure coverage.
- Nicholas Carrillo: If there is something that needs to be worked on they can't do. I would like Personnel Committee to draft.
- Shane Vera: we should look at additional personnel.
- Intef Weser: We can look at phone lines ringing elsewhere. There is a reality that all clubs will have to handle club accounts.
- Shane Vera: When will we find out?
- Intef Weser: It's already done. We are just waiting for the final memo. This is the reason for our audit.

**c) A.S.I. Staff Task Log Report- The committee will discuss expectations goals of the fulltime staff task log report.**

- Shane Vera: I have been talking with the executives and I believe this will be helpful so that the committees can see where the execs are. This will be a good to post accomplishments
- Nicholas Carrillo: If you are meeting with administration maybe we can help?
- Intef Weser: What kind of report are you looking for?
- Dean Truong: Bring a report to committee.
- Nicholas Carrillo: Should we include reports of meetings with faculty members.
- Intef Weser: I will meet with every other week with the Vice Presidents'.

**IV. Reports**

**a.) ASI President: Shane Vera**

**b.) ASI President: Intef Weser**

- a. Work Request and workflow expectations of front desk staff**
- b. Staff Meeting Schedule**

- Shane Vera: What is happening with Jessica Daveata?
- Intef Weser: She is in the process, she has been hired as fulltime graphics coordinator and marketing. We should be hiring a student assistant (graphics)
- Dean Truong: If we have college reps changes that need to be made do we go to Jessica?
- Intef Weser: Yes, if we have a project, share all the particulars with Jessica.
- Marcus Rodriguez: this mechanism is in place on the program proposal.
- Intef W. Weser: In regards to workflow, Front Desk- Dena Florez, Renia Zadourian- Intef W. Weser will be sending out our staffing.

**V. Adjournment**

<b>Offered By:</b> Shane Vera	<b>Seconded by:</b> Carina Kan				
Motion to adjourn the meeting at 4:53 pm.					
<b>All in Favor</b>	<b>Consensus</b>	<b>Opposed</b>	<b>None</b>	<b>Abstained</b>	<b>Motion: passed</b>

Associated Students, Inc.  
 Personnel Committee Meeting  
**Summary of Actions Taken**  
**Tuesday, September 30, 2014**

**a. Adoption of Agenda (action):**

<b>Offered By:</b> Dean Truong	<b>Seconded by:</b> Carina Kan				
Motion to approve the adoption of Agenda for Tuesday, January 13, 2015					
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>	<b>Motion: passed</b>	

**b. Approval of Minutes (action):**

<b>Offered By:</b> Dean Truong	<b>Seconded by:</b> Ruth Ramos				
Motion to approve the minutes for November 4, 2014.					

All in Favor	All	Opposed		Abstained		Motion: passed
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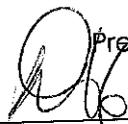
VI. Adjournment

Offered By: Shane Vera	Seconded by: Carina Kan					
Motion to adjourn the meeting at 4:53 pm.						
All in Favor	Consensus	Opposed	None	Abstained		Motion: passed

**CERTIFICATION**

Official Minutes taken for the **EXECUTIVE COMMITTEE MEETING** of the Associated Students, Inc., CSULA held on Tuesday, January 13, 2015 in the U-SU 303AB. Approved by the A.S.I. Personnel Committee on Tuesday, January 27, 2015

Prepared by:



Dena Florez, Office Manager of Administration and Services  
Recording Secretary

Confirmed by:



Ruth Ramos  
Secretary/Treasurer

CERTIFIED