



Personnel Committee Meeting Minutes

Tuesday, March 10, 2015
 Time: 4:30pm-5pm
 Location: U-SU Board Room 303
 Attendees: Personnel Committee & General Public

I. Organizational Items:

a. Called to Order by Dean Truong @ 4:30pm

b. Roll Call

Shane Vera	President	xPresent
Dean Truong	Vice President for Administration	xPresent
Nicholas Carrillo	Vice President for Academic Governance	xPresent
Carina Kan	Vice President of Finance	xPresent
Ruth Ramos	Secretary/ Treasurer	xPresent
Intef W. Weser	Executive Director	xPresent
Letycia Gomez	University President's Designee	xPresent
Felipe Romero	Chief Justice	xUn-excused Absent
Paolo Galicia	College of Engineering, Comp. Science & Technology Rep.	xPresent
Samuel Han	Chief Justice / Associate Justice	xPresent
Guests of the Gallery		

c. Adoption of Agenda for Tuesday, March 10, 2015

Offered By:	Nicholas Carrillo	Seconded by:	Carina Kan
Motion to approve the adoption of Agenda for Tuesday, March 10, 2015 -Switch a & b under IV. Discussion			
All in Favor	ALL	Opposed	0
Abstained	0	Motion:	PASSED

d. Approval of Minutes (action):

Offered By:	Shane Vera	Seconded by:	Paolo Galicia
Motion to approve the minutes for Tuesday, January 13, 2015.			
All in Favor	All	Opposed	0
Abstained	0	Motion:	PASSED

II. Public Forum/Announcement:

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

- ☛ Marcus Rodriguez: Would like to formerly ask for a review of my position as the Director of Programs & Leadership so we can incorporate what has been expanded upon over the last several years.
- ☛ These include:
 - Development of a media department
 - Supervision
 - Media Supervision
 - Conference and Summit Planning
 - Management of City Ordinances
 - Management of Civic Engagements
- ☛ Expanding on expectations/requirements and job duties of current position as opposed to the job description at hiring date.

New Business:

- ☛ NONE

IV. Discussion:

a. A.S.I. Staff Project Report- The Executive Director will outline several project areas of focus that the

- ☛ Intef W. Weser presented the Full Time Staff Project List. Several tasks are on both the Executive Director and the Office Manager as they work together on several tasks.
- ☛ Dean Truong: Thank you Intef. This is a great list.
- ☛ Dena Florez:
 - Regarding minutes review and uploading to the website, Renia and Kelly have done a great job getting the minutes all caught up. Renia has done some and Kelly has been working on Personnel, Executive, and Board of Directors. The Front desk is doing a great job completing the minutes in a timely manner. Our goal, moving forward, is to get them to the members earlier for review prior to meeting time.
 - Software Research – We have purchased the license agreement for Adobe 11 and it has been uploaded to 4 computers. This is really great as neatness is everything when we send out forms. With this purchase we no longer have to have hand written forms.
 - Raul Henderson Spirit Scholarship – All students have been notified. The regret notices have gone out and the 8 (eight) awardees have been notified. Recipients should have the scholarship in their GET before the end of March.
- ☛ Nicholas Carrillo: Can we have the Office Manager & Executive Director duties separated?
- ☛ Intef W. Weser: They are both Administrative.
- ☛ Nicholas Carrillo: Although it would not be much change, it would be better to separate.
- ☛ Intef W. Weser: We can separate, but it will be repetitive. For example, Dena creates the Travel Requests and I review and sign off on them.
- ☛ Nicholas Carrillo: Are there any meetings with Campus Wide Committees, various Administrators, Staff, etc.?
- ☛ Intef Weser: I meet with the Administrative Council. Marcus meets with the Communications Board and others.
- ☛ Nicholas Carrillo: Can we include those on the list? I feel this would help so we can know what is going on in those areas. Also it would help us to see where we can help.

b. Staffing Update - The Executive Director and Office Manager will shared updates regarding staffing changes and hiring.

- ☛ Dena Florez: At the last meeting we discussed, and the committee approved funding for a second Administrative Assistant to the Office Manager. As most of you know, I am all about promoting from within. I feel it gives students a sense of accomplishment. My goal is for students who hire grow within our organization. In looking at our current student staff, Brandon Nery has expressed an interest in this new position. Brandon Nery is a Business major and he is really excited about the opportunity. Brandon is very excited to get going on this position. With that said, we will be looking for an Administrative Assistant to take Brandon Nery's place at the front desk. Brandon Nery will keep his hours, 8am – 12noon, due to his school and Perla will keep her 2pm-6pm hours. We are looking for the new hire to work the 10am-2pm shift. We can be a little flexible with hours as long as we have coverage.
- ☛ Shane Vera: Brandon Nery would be covering from 8am-10am?
- ☛ Dena Florez: Yes, Brandon Nery would be covering from 8am-10am. There are tasks that Brandon Nery can handle simultaneously while covering the front desk, with the exception being during finals week as it gets really busy. Currently Brandon Nery and Perla Espinoza type the minutes. Brandon Nery is currently learning how to process the US Bank and he is catching on well. He doesn't hesitate to ask questions.
- ☛ Dean Truong: Does that mean his current position will be open?
- ☛ Dena Florez: Yes, we will be looking to hire an Administrative Assistant. Last year when I started, I learned that students must leave once they graduate. While they get a quarter grace, they leave after. I am really happy to see that our current student staff is mostly made up of sophomores and juniors so they will be with us for a good amount of time. I am looking forward to an efficient flow of information through the office with the student staff we have now.
- ☛ Dean Truong: When are planning on actively looking for the new front desk position?
- ☛ Dena Florez: The position will be posted shortly.
- ☛ Shane Vera: How long will it be open?
- ☛ Intef W. Weser: We usually post for two weeks.
- ☛ Intef W. Weser: We are also looking for the assistant graphics designer position to be filled.
- ☛ Nicholas Carrillo: For the Graphic Designer position, have we already collected applications?
- ☛ Intef W. Weser: Yes, we have already received applications. We held off on moving forward because we wanted to see what Jessica Daveata wanted to do.
- ☛ Nicholas Carrillo: What is the timeline for the Graphics Designer position?
- ☛ Intef W. Weser: The timeline is the same, two weeks or until filled.
- ☛ Dena Florez: Is there anyone here that would like to be a part of the interview committee for the front desk administrative position? The time would be set once we have confirmed the people that would like to be on the interview committee.
- ☛ Dean Truong: I am interested in being a part of the interview committee.

- ✦ Nicholas Carrillo: It is great experience it really helps prepare you when you are going up for interviews. It helps to understand where they are coming from and what questions you may be asked.
- ✦ Ruth Ramos: How flexible is the schedule for the front desk?
- ✦ Shane Vera: The schedule would be 10am-2pm.
- ✦ Ruth Ramos: Yes, but how flexible is the schedule. We could have students that have a class that may conflict.
- ✦ Dena Florez: The flexibility would be based on how flexible Perla Espinoza's schedule is. The priority would be given to the senior position and in this case Perla Espinoza would hold the senior position.
- ✦ Ruth Ramos: I was just wondering how flexible the work schedule would be as Brandon Nery would be here until 12noon.
- ✦ Dena Florez: Brandon Nery would cover the front desk and the last two hours would be pulled for more concentrated, detailed work. If we have an absolute elite candidate apply and everyone approves, then yes we could be flexible and make it work for this quarter, knowing that the Summer quarter we would be all in place. Ultimately we are looking for quality applicants.
- ✦ Nicholas Carrillo: Do student staff have priority?
- ✦ Intef W. Weser: No.

V. Reports

a. A.S.I. President

- ✦ None

b. A.S.I. Vice President of Administration:

- ✦ Dean Truong: I will be meeting with Renia, Dena and Intef to discuss End of Year Luncheon. Let me know if you have any suggestions or ideas.

c. A.S.I. Staff:

- ✦ None.
- ✦ Nicholas Carrillo: Are we going to have an opportunity to look at the Summer Leadership curriculum.
- ✦ Intef W. Weser: That would be for Executive Committee and yes we will share it as we get closer.
- ✦ Dena Florez: In regards to the office redesign, we met with the designers and we are looking at the last two weeks of June for the work to begin. We have been provided the design layout and the color scheme.

Old Business

- ✦ None

VII. Adjournment:

Offered By:	Nicholas Carrillo	Seconded by:	Ruth Ramos
Motion to adjourn at 4:57pm			
All in Favor	ALL	Opposed	0
		Abstained	0
Motion: PASSED			

Associated Students, Inc.
 Personnel Committee Meeting
 Summary of Actions Taken
 Tuesday, March 10, 2015

I. Organizational Items:

- a. Called to Order by Dean Truong @ 4:30pm
- b. Roll Call
- c. Adoption of Agenda for Tuesday, March 10, 2015

Offered By:	Nicholas Carrillo	Seconded by:	Carina Kan				
Motion to approve the adoption of Agenda for Tuesday, March 10, 2015 -Switch a & b under IV. Discussion							
All in Favor	ALL	Opposed	0	Abstained	0	Motion:	PASSED

d. Approval of Minutes (action):

Offered By:	Shane Vera	Seconded by:	Paolo Galicia				
Motion to approve the minutes for Tuesday, January 13, 2015.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	PASSED

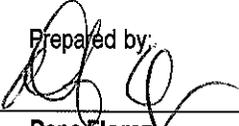
VII. Adjournment:

Offered By:	Nicholas Carrillo	Seconded by:	Ruth Ramos				
Motion to adjourn at 4:57pm							
All in Favor	ALL	Opposed	0	Abstained	0	Motion:	PASSED

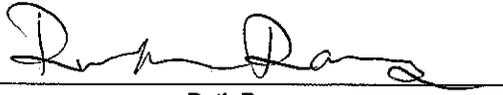
CERTIFICATION

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc, CSULA held on March 10, 2015 in the University Student Union 303AB. Consensus by the A.S.I. Personnel Committee Meeting on Tuesday, May 5, 2015

Prepared by:



 Dena Florez
 Recording Secretary



 Ruth Ramos
 Secretary/Treasurer