



Personnel Committee Agenda

Meeting Called By: **Jesus A. Mora,**

Type of Meeting: **General**

ASI VP for Administration

Date: **Tuesday, September 25, 2018**

Location: **U-SU Board Room 303**

Time: **3:15 – 4:15 pm**

Attendees: **Personnel Committee members, General Public**

I. Organizational Items:

- a. Call to Order
- b. Roll Call
- c. Adoption of Agenda for Tuesday, September 25, 2018
- d. Adoption of minutes for Tuesday, July 24, 2018

II. Public Forum/Announcement:

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

III. Action Items:

- a. **Personnel Committee Code of Procedure Policy 101** – The Personnel Committee will review recommended changes to the policy and take action.
- b. **Appointment of Vice Chair** – The Personnel Committee shall appoint a member from the committee to Vice Chair for the Personnel Committee.

IV. Old Business:

- a. **Hiring & Search Updates** – Staff will provide updates on the hiring process for the vacant staff position.
 - i. Senior Coordinator Selection Process Update – **Closed Session**
 - ii. Administrative Assistant Selection Process Update

V. Discussion

- a. **Midyear Feedback for Professional Staff** – The committee will review the timeline for the midyear evaluation of professional staff.
 - i. **Managing Performance Throughout the Year – Video 4m 26s**
<https://www.lynda.com/Business-Skills-tutorials/Managing-performance-throughout-year/149840/162338-4.html?org=calstatela.edu>
 - ii. **Observing Performance Trends Over Time – Video 5m 12s**
<https://www.lynda.com/Business-Skills-tutorials/Observing-performance-trends-over-time/149840/162345-4.html?org=calstatela.edu>
- b. **Project List** - The committee will be updated on the projects that the Staff are undergoing.

VI. New Business

- a. **Management for Managers Training** – The committee will discuss the videos and how to implement the skills shared in each video. (15 min)



Personnel Committee Meeting

Minutes

Tuesday, September 25, 2018

Type of meeting: Special

Time: 3:15-4:15 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by Jesus Mora at 3:15 pm.

b. Roll Call

Nia Johnson	<i>President</i>	Present
Jesus Mora	<i>Vice President for Administration</i>	Present
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Veronica Garcia-Martinez	<i>VP for External Affairs and Advancement</i>	Present
Jennifer Martell	<i>Secretary/ Treasurer</i>	Excused Absence
Fritza Plasencia	<i>College of NSS Rep</i>	Present
	<i>Chief Justice</i>	N/A
Susie Varela	<i>Human Resources</i>	Excused Absents
Dr. Jennifer Miller	<i>University President's Designee</i>	Unexcused Tardy @3:18 pm
Intef W. Weser	<i>Executive Director</i>	Present
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present

c. Adoption of Agenda for Tuesday:

Offered By:	Jacquelyn Acosta	Seconded by:	Fritza Plasencia
Motion to adopt the agenda for Tuesday, September 25, 2018.			
All in Favor	5	Opposed	None
		Abstained	0
Motion: Passed			

Intef motioned to remove the closed session part of item i. under Old Business.

d. Approval of Minutes (action):

Offered By:	Nia Johnson	Seconded by:	Aaron Castaneda
Motion to approve the minutes for Tuesday, July 24, 2018.			
All in Favor	5	Opposed	None
		Abstained	0
Motion: Passed			

Intef wants to correct Aaron's title "of finance" to "for Finance."

Jacquelyn shares her name is spelled wrong on all motions.

II. Public Forum/Announcement:

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

None

III. Action Items:

Offered By: Nia Johnson	Seconded by: Veronica Garcia-Martinez					
Motion to review and make amendments to Policy 101.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

- ⚡ Aaron discusses that he was not aware about this action item because it was not talked about last meeting.
- ⚡ Nia wants to stress having set standards for changing or amending any policies.
- ⚡ Jesus suggest that Jennifer should be the chair.
- ⚡ Nia does mention it would be better to have the conversation with Jennifer present.

a. Personnel Committee Code of Procedure Policy 101 - The Personnel Committee will review recommended changes to the policy and take action.

i. Executive Director Project List - The committee will confirm the delegation of projects.

Offered By: Aaron Castaneda	Seconded by: Veronica Garcia-Martinez					
Motion to postpone the action item (a) for vote to next meeting.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

b. Appointment of Vice Chair – The Personnel Committee shall appoint a member from the committee to Vice Chair for the Personnel Committee.

IV. Old Business:

a. Hiring & Search Updates – Staff will provide updates on the hiring process for the vacant staff position.

i. Senior Coordinator Selection Process Update

- ⚡ Intef says interviews are done and everyone has made their reconditions, they are in the process of background check.
- ⚡ Aaron complains about the process and why it's taking so long if they did interview a while back. He shares his frustration about the University Admin.
- ⚡ Intef responds that the interview process has involved the admin.
- ⚡ Dr. Jennifer Miller stresses that if the hiring process was not done correctly they have to take over.
- ⚡ Aaron then asks if the current ASI management did not follow the procedure correctly.
- ⚡ Dr. Jennifer Miller responds they are looking into it.
- ⚡ Dr. Jennifer Miller asks if anyone has question they are more than welcome to ask.
- ⚡ Nia asks Dr. Jennifer Miller when she will give ASI expect a report back.
- ⚡ Dr. Jennifer Miller replies with no set timeline.

ii. Administrative Assistant Selection Process.

- ⚡ Intef says they will start next week.

V. Discussion:

a. Midyear Feedback for Professional Staff – The committee will review the timeline for the midyear evaluation of professional staff.

- ⚡ Intef shares the timeline and October 1st the information will be coming out.
- ⚡ Intef explains who will be doing what evaluations for what staff members.
- ⚡ Jacquelyn asks about recommendation given at the first meeting about making it more informative.
- ⚡ Nia asks if certain students to not interact with certain staff do they have to do the evaluations.
- ⚡ Dena suggests to go back to the audio from the Personnel Meeting on July 24 to see what suggestions were made for the evaluations.

- ✚ Veronica agrees with Dena about going back to the last meeting minutes to jot down what was said and what is being said right now to make the process better.
- ✚ Jesus suggest to have a meeting on who will do which staff member's evaluations.
- ✚ Nia shares her concern about how reliable is the member's feedback do to them doing the evaluations because it is required in order for them to get their GIA check.
- ✚ Fritza shares her concern for not needing to do evaluations on all pro staff if she doesn't interact with them.
- ✚ Jesus suggests to do the mid evaluations the way they are then change them for the year evaluations.
- ✚ Nia says that ASI members rely on sufficient evaluation for feedback about the staff.
- ✚ Intef highlights he wants to educate people on how to do the evaluations. He also suggest to move the distribution deadline to the 4th or 5th.
- ✚ Aaron suggest Intef, Jesus and Nia need to sit down and figure out the recommendations.

- i. **Managing Performance Throughout the Year** – Video 4m 26s
<https://www.lynda.com/Business-Skills-tutorials/Managing-performance-throughoutyear/149840/162338-4.html?org=calstatela.edu>
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b. **Project List** - The committee will be updated on the projects that the Staff are undergoing.

VI. New Business:

- a. **Management for Managers Training** – The committee will discuss the videos and how to implement the skills shared in each video. (15 min)
 - i. **Time Management for Managers** – Course (10 min) <https://www.lynda.com/BusinessSoftware-tutorials/Time-Management-Managers/564551-2.html?org=calstatela.edu>
 - ii. **Communicating Effectively** – (10 min) <https://www.lynda.com/Leadership-Managementtutorials/Communicating-effectively/696328/747882-4.html?org=calstatela.edu>

VII. Reports:

- a. ASI VP for Administration: **Jesus A. Mora**
 - ✚ Jesus announced ASI hired a social media and web design student staff.
- b. ASI Executive Director: **Intef W. Weser**
 - ✚ All student staff meeting tomorrow with student assistants.
 - ✚ Dena explains what the student staff meeting will in tale.
 - ✚ Marcus talks about all departments having to build a strong communication so the hiring process can move smoother.

VIII. Adjournment:

Offered By:	Fritza Plasencia	Seconded by:	Veronica Garcia-Martinez			
Motioned to adjourn the meeting at 4:14 pm.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**Associated Students, Inc.
Personnel Committee Meeting
Summary of Actions Taken
Tuesday, September 25, 2018**

I. Organizational Items:

a. Called to Order by Jesus Mora at 3:15 pm.

b. Roll Call

c. Adoption of Agenda for Tuesday:

Offered By:	Jacquelyn Acosta	Seconded by:	Fritza Plasencia			
Motion to adopt the agenda for Tuesday, September 25, 2018.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Nia Johnson	Seconded by:	Aaron Castaneda			
Motion to approve the minutes for Tuesday, July 24, 2018.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

II. Public Forum/Announcement:

None

III. Action Items:

Offered By:	Nia Johnson	Seconded by:	Veronica Garcia-Martinez			
Motion to review and make amendments to Policy 101.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

a. **Personnel Committee Code of Procedure Policy 101** - The Personnel Committee will review recommended changes to the policy and take action.

i. Executive Director Project List - The committee will confirm the delegation of projects.

Offered By:	Aaron Castaneda	Seconded by:	Veronica Garcia-Martinez			
Motion to postpone the action item (a) for vote to next meeting.						
All in Favor	5	Opposed	None	Abstained	0	Motion: Passed

b. **Appointment of Vice Chair** – The Personnel Committee shall appoint a member from the committee to Vice Chair for the Personnel Committee.

IV. Old Business:

a. **Hiring & Search Updates** – Staff will provide updates on the hiring process for the vacant staff position.

- i. Senior Coordinator Selection Process Update
 - The hiring processes will take a while because certain procedures were not followed by ASI.
- ii. Administrative Assistant Selection Process
 - Intef says they will start next week.

V. Discussion:

- a. **Midyear Feedback for Professional Staff** – The committee will review the timeline for the midyear evaluation of professional staff.
 - o Midyear evaluations need to be more important to members for pro staff and filled out with purpose.
 - o Nia, Jesus and Intef need to sit down and take all recommendations into consideration to better the evaluation process.
- b. **Project List** - The committee will be updated on the projects that the Staff are undergoing

VI. New Business:

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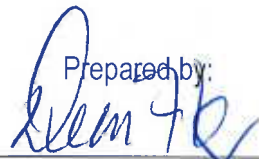
VII. Adjournment:

Offered By:	Fritza Plasencia	Seconded by:	Veronica Garcia-Martinez			
Motioned to adjourn the meeting at 4:14 pm						
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, September 25, 2018 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on: Tuesday, October 9, 2018

Prepared by:



Dena Florez
Recording Secretary



David San
Secretary/Treasurer