



Personnel Committee Meeting Minutes

Day/Date: Tuesday 05/03/22

Time: 3:15 – 4:15 PM

Location: USU

Attendees: Personnel Committee, General Public

Type of Meeting: General

I. Organizational Items:

a. Call to Order at 3:18PM by Sasha Prakir, Vice President for Administration

b. Roll Call

Sasha Prakir	VP for Administration	Present
Josue Montenegro	VP for Finance	Present
Anna Nguyen	President	Present
Analiz Marmolejo	VP for External Affairs and Advancement	Present
Anson Noland	VP for Academic Governance	Present
Brian Nguyen	Sec-Treasurer	Excused Tardy
Barnaby Peake	Executive Director	Present
Dena Florez	Associate Executive Director	Present
Aaron Burgess	Univ. President's Designee	Present
Amanda Maldonado	Administrative Coordinator	Present
Akalpit Adawait Shukla	College of Natural Sciences & Social Sciences	Present

c. Adoption of Agenda for May 3rd, 2022:

Offered By:	Anna Nguyen	Seconded by:	Josue Montenegro
No discussion			
All in favor:	All	Opposed:	Abstained:
			Motion: Passed

d. Motion to table the minutes for April 5th, 2022:

Offered By:	Akalpit Adawait Shukla	Seconded by:	Anna Nguyen
No discussion			

All in favor:	All	Opposed:		Abstained:		Motion: Passed
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II. Public Forum

- a. 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.

III. Informational Items

- a. Program Coordinator Search Update – Barnaby

Barnaby: we've reopened the search for the Program Coordinator. We have not reviewed all the applications. It is unlikely to finish the hiring process by June 1st and by then we will have a new student government. We can start the new search committee by this Student Government or wait/identify a few students from the new incoming student leaders to work with them as the search committee. I'd like some feedback.

Sasha: I think the best would be to prepare with the next student government. Many of us will have midterms/finals.

Anna: I agree with Sasha, if we take it upon ourselves we won't be doing this search committee properly considering we'll be stretched on time.

Barnaby: So we're all on the same page and we will allocate this for the next student government.

IV. Discussion Items

- a. Executive Director Self-Evaluation

Barnaby: I've been here for an entire year now and I've also taken it upon myself to be a self-evaluation. The next step is for student leaders to give your thoughts and comments for the personnel. Sasha will consolidate and summarize the review with Anna. 2nd stage is the peer evaluation, who do you want to involve in this, Anna will be bringing in the ASI and advisors from the school. The last step is for Anna summarize and check with Aaron or Octavio, therefore finalizing the report. Once finalized you can give me the feedback and have a closed session.

Barnaby: I'll pass around the evaluation files and give a general overview. Ideally next year we will have it properly done. The evaluation is based on 3 level: exceeds expectations, meets expectations, room for improvement, and does not meet expectations. I've broken down the job descriptions or responsibilities of the Director, it's on you guys to fill it out. The next section is a bit more redundant, but it'll be for the staff.

Sasha: I'll set the due date for this evaluation to be for next Tuesday. I'll compile it all, send it to Anna for distribution to Aaron or Octavio.

b. Policies 115 Student Staff Classification and Pay Plan and 116-Student Staff Grade Verification

Motion to extend time by 10 minutes

Offered By:	Anson Noland	Seconded by:	Akalpit Adawait Shukla			
No discussion						
All in favor:	All	Opposed:		Abstained:		Motion: Passed

Dena: So we'd like to look over the policies and sub policies to bring them up to date, as well as retiring policy 116. We will be defining what a student assistant is, the eligibility, the requirements to be one here at ASI. A change for the university protocol for student hires, any student that graduates while working can stay on board until the next semester. As you're reviewing the budget, note that it already has taken into consideration the extension of employment for student assistants. As the Level progress from 1 – 4, there is an increase in salary or the increase in the responsibilities depending on the experience held. Student Assistants will be evaluated after the 8th week of employment, after that it will be an annual review, and should there be a salary adjust it will kick in July 1st. Ongoing training and development, takes on the training of student staff for their professional development. Some of these things may be seen as a given such as attendance, customer service/relation, and dress code. Personal visitors, we are an open office but when student assistants are on the clock we are working and are conducting business. Personal property, when you bring your items, it is at your own risk. Student assistants and leave of absence cannot exceed one semester upon the approval of supervisors. This policy gives a Student Assistant a feel of the real world where they know what we expect of them and what they expect of us.

V. Action Item

- a. N/A

VI. Reports

- a. Voting Membership
- b. Advisors

VII. Adjournment

Offered By:	Anson Noland	Seconded by:	Akalpit Adawait Shukla			
No discussion						
All in favor:	All	Opposed:		Abstained:		Motion: Passed

CERTIFICATION

Official Minutes taken for the **Personnel Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, May 03rd, 2022 in USU-Alhambra Room 305. Consensus by the ASI Personnel Committee on Tuesday, July 12th, 2022.

Prepared by:

DocuSigned by:

Angel Martinez-Reyes

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Angel Martinez-Reyes, Recording Secretary

DocuSigned by:

Emily Chen

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Emily Chen, Secretary/Treasurer