



Personnel Meeting

Minutes

Day/Date: July 12, 2022

Time: 3:00-4:00 PM

Location: Zoom

Attendees: Personnel Committee, General Public

Type of Meeting: General

I. Organizational Items:

a. Call to order by: **Brian Nguyen, VP for Administration @ 3:00 pm**

b. Roll Call

Jaime Arellano	ASI President	Present
Brian Nguyen	Vice President for Administration	Present
Emily Chen	Secretary/Treasurer	Present
Andrew Klein	Vice President for Finance	Present
Sasha Prakir	Vice President for External Affairs and Advancement	Excused Absence
Mike Garcia	Vice President for Academic Governance	Excused Absence
Susie Varela	University Human Resources	Excused Absence
Danielle Chambers	University President's Designee	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present
Amanda Maldonado	Administrative Coordinator	Present

c. Approval of the Agenda

Offered By:	Jaime Arellano	Seconded by:	Emily Chen			
Motion to Approve Agenda for Tuesday, July 12, 2022						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Certification of the Minutes

Offered By:	Emily Chen	Seconded by:	Jaime Arellano			
Motion to certify the minutes for June 14, 2022						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

e. Certification of the Minutes

Offered By:	Emily Chen	Seconded by:	Jaime Arellano
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Motion to certify the minutes for May 13, 2022 Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

f. Certification of the Minutes

Offered By:	Emily Chen	Seconded by:	Jaime Arellano			
Motion to certify the minutes for May 3, 2022 Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

g. Certification of the Minutes

Offered By:	Emily Chen	Seconded by:	Jaime Arellano			
Motion to certify the minutes for April 5, 2022 Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

h. Certification of the Minutes

Offered By:	Emily Chen	Seconded by:	Jaime Arellano			
Motion to certify the minutes for March 15, 2022 Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

i. Certification of the Minutes

Offered By:	Emily Chen	Seconded by:	Jaime Arellano			
Motion to certify the minutes for March 10, 2022 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.

N/A

III. Informational Items

a. Program Coordinator Search Update (Barnaby)

Barnaby: As we searched for applicants, during the year, as a recap; we garnered a good number of applicants, postponed the search, and have recently posted the job once again. I have reached out to applicants and check if they are still interested in the position. The reason for the position is because of the transition in student government. I am happy to report that as of today we have 11 applicants for this position and the next phase is going through initial review for minimum qualifications. After that the information will be sent to the search committee, filter the applicants, set interviews, invite them to campus, and if possible, we will offer the position to a qualified applicant.

IV. Discussion Items

a. Recommended revisions to Policy 115 – Student Staff Classification and Pay Plan and recommended retirement of Policy 116 – Student Staff Grade Verification

Barnaby: Yes, this policy is to expand 115 to incorporate 116; expand the policy to serve as a Student Employee handbook. We will have a handbook for student leaders as well and full-time employees. This will give them a breakdown for them to understand what their roles will be within the organizations. There will be multiple reiterations of these documents as some are repetitive and will have to be collapsed, keep in mind there are 20 different positions here. We do draft but new draft, but they must run through our attorney and our HR Susie here at CSULA in order to abide by Human Resources and other employment laws. I will show you guys the draft we have so far.

Barnaby: Please refer to the document, I have on screen. It's about the full scope of Purpose, Reference, Definitions, and Employment Eligibility. A general definition for student worker is that the student must be taking a class(es) here on campus and the Eligibility encapsulates a 20-hour limit.

Jaime: How do we report hours?

Barnaby: You don't because you are a Board member, we subcontract with the USU, they clock in and clock out for their shifts, but you are not an employee.

Barnaby: Student employment extension for graduates, we can keep a student working for a few weeks post-graduation. Allowing for continuation of works and not be short staffed come June. The hourly wages entail minimum wage requirements, following the city wage (which is higher than state and county). The classification highlights the job levels 1-4 in which level 1 is entry level (front desk), level 2 higher independent projects that require more skill, level 3 is graphic design with more technical skills, level 4 will be graduate student who we still no have a position for this.

Barnaby: Student employees do get some sick leave or 24 hrs of sick leave. We do have leave of absence for a period time will be able to hold their position for them until the came back for 1 semester. There are more edits to this that will be made after showing it to the attorney and the HR here at school, this is just Phase 1. We need to get something out so we can start shifting job level and descriptions.

V. Action Item

VI. Reports

- a. **Brian Nguyen:** I have been contacting commissioners, I will be submitting my office hours for the semester and my link.
- b. **Jaime Arellano:** At this moment, I have no reports.
- c. **Emily Chen:** I have been sending my weeklies, but nothing related to personnel
- d. **Dena Florez:** I am noticing that biweeklies are missing from student leaders. My concern is a disconnect. We may have to go over the biweeklies more in-depth to reel back in our students.

- e. **Barnaby Peake:** We are hiring student staff we are bringing on some administrative staff for front desk, support staff, marketing, web design, and program director.
- f. **Andrew Klein:** I have signed a number of RPP's, DocuSign, GIA Distributions, and reach out to Josue for advice regarding events. The idea is to build off with him to collaborate with them and work with clubs to get their funding through.

VII. Adjournment

Meeting adjourned @ 3:40 pm

Offered By:	Jaime Arellano	Seconded by:	Emily Chen			
Motion to Adjourn the meeting at 3:40 P.M.						
Consensus reached						
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, July 12, 2022, on Zoom. Consensus by the ASI Personnel Committee on Tuesday, August 9, 2022.

Prepared by:

DocuSigned by:

Kaina Orozco

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Kaina Orozco, Recording Secretary

DocuSigned by:

Emily Chen

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Emily Chen, Secretary/Treasurer