



# Personnel Meeting

## Minutes

Day/Date: August 9, 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	Excused Absence
Andrew Klein	Vice President for Finance	Present
Sasha Prakir	Vice President for External Affairs and Advancement	Present
Mike Garcia	Vice President for Academic Governance	Present
Susie Varela	University Human Resources	Excused Absence
Danielle Chambers	University President's Designee	Unexcused Tardy
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:	Mike Garcia			
Motion to Approve Agenda for Tuesday, August 9, 2022						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

### d. Certification of the Minutes

Offered By:	Sasha Prakir	Seconded by:	Jaime Arellano			
Motion to certify the minutes for July 12, 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. Student Staff Hiring Update**

**Dena Florez:** We have been meeting to make final decisions for the final candidates and requested references with them. We will be making an offer to them once the live scan comes through. We are hoping to have our student staff filled by the start of the semester. The roles we are looking to fill are Administrative Assistant and Office Assistant.

**IV. Discussion Items**

**a. Program Coordinator Search Update (Barnaby)**

**Barnaby Peake:** I have done an initial review of applications to verify that all applications requirements are met and credentials for job requirement are met. I have re-confirmed with everyone, we have had a couple more applicants come in, but after reviewing many did not have 2 years Programming but just 1 meets the requirement in Student Affairs Campus Recreation. There are a couple others that have experience in undergrad as student programmers but not full time. We can create a new position, as a Programming Assistant therefore making some of these candidates viable. We could also, report and reopen the search again leaving the rest of team to split this position. We can hire a temp but this position isn't something that can be filled with a temp.

**V. Action Item**

**VI. Reports**

**a. Voting Membership**

**Brian Nguyen:** I will be helping with Housing next week to promote the vacant housing representative position we have. Have been meeting commissioners for fall events.

**b. Advisors**

**Barnaby Peake:** The USU on the 3rd Floor does have a Reflection Space. Mostly used by the Muslim students; at the moment it is locked and open only when asked. However, it will be open during the Fall Semester.

**VII. Adjournment**

Meeting adjourned @ 3:18 pm

Offered By:	Jaime Arellano	Seconded by:	Mike Garcia			
Motion to Adjourn the meeting at 3:18 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, August 9, 2022, on Zoom. Consensus by the ASI Personnel Committee on Tuesday, August 30, 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**