



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-516-3890
asi@csudh.edu ♦ www.csudh.edu/asi

EMERGENCY MEETING

Minutes

Personnel Committee

Thursday, January 21, 2021 12:00 P.M.

Zoom Meeting

This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.

- I. Called to order at 12:03 p.m. by Rihab Shuaib, Chairperson
- II. Roll Call
Voting Members Present: Rihab Shuaib, Lola White, and Jonathan Molina-Mancio
Advisors Present: Rasheedah Shakoor, Michellena Lakey, Djeneba Ahouansou, Monica Ponce, and Cecily McAlpine
Advisors Absent: Matthew Smith and Brenda Mendez
Visitors: Shamshad Elimu
- III. Approval of Agenda – Action Item
*M/Molina-Mancio, S/White to approve the agenda as submitted.
VOTE: UNANIMOUS
- IV. Approval of Minutes (December 4, 2019) – Action Item
*M/ Molina-Mancio, S/White to approve the minutes of December 4, 2019 as submitted. **VOTE: UNANIMOUS**
- V. Open Forum – Agenda Items Only
Time for members of the audience to address the Committee on specific agenda items only. None
- VI. Unfinished Business – None
- VII. New Business
 - A. Updating ASI Handbook – Action Item
The Committee will review updates to the ASI Employee Handbook California Family Rights Act.
Lakey shared there were two major changes to California Law that all employers with 5 or more employees must follow; California Family Right Act “SB13 83” signed by Governor Newsom expands family right act also known as CFRA. Many additions have happened to CFRA. Care for grandchild, grandparents, sibling, spouse, and care for spouse in the military

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armed forces. Victims of Crime domestic violence- AB592 she added language to cover all the additional changes that ASI employee should follow and report according to the law.

*M/White, S/Molina-Mancio to approve changes to ASI Handbook as presented by Lakey. **VOTE: UNANIMOUS**

B. General Salary Increase – Action Item

The Committee will discuss and consider implications of general salary increases and remaining compliant with the Exempt Status Rule

(Closed Session – Pursuant to California Education Code 89307(c)(1))

Lakey shared there would be no need to go to close session.

Lakey shared document she prepared for the committee asking for 3% general salary increase every year around this time in the past. This did not happen due to COVID-19; however, there are two positions (Finance and Business Services Manager and Accounting Manager) affected by ASI not considering the 3% increase their salaries are below the minimum double wage required by exempt positions. She asked the commission to consider bringing them to the required FSLA minimum wage or consider the general salary increase for just these two positions. She has always asked this committee to stay on track with general minimum wage increases to stay competitive with salaries and wages to employees. These positions would be evaluated again in 2022 to stay on track with the minimum wage increase. Lakey advised the committee ask questions while the experts are in the room to answer any questions Ahouansou can answer to ASI finance, Ponce and McAlpine can give insides of CSU opinion and thoughts on this. White asked how it would look if all the non-student staff receive the increase. Lakey noted she was just asking for the increase of the two positions and not sure how it would look on finance for all staff increase. White asked to look at ASI budget how it would look.

Ahouansou went over 2020-2021 budget and where ASI would stand with the increase of \$16,785 for the entire staff. Shakoor asked was there were any general salary increase on the university side. Ponce noted no general salary increase on the university only one bargaining unit received increase because their bargaining contract was up for renewal. Shuaib suggested only increasing the two positions with 3% as requested.

*M/White, S/Molina-Mancio to approve 3% increase for the Finance & Business Services Manager and Accounting Manager retro to January 1, 2021. **VOTE: UNANIMOUS**

C. Return to Work – Discussion Item

The Committee will hear from ASI Associate Director regarding initial research on possibility of a Return to Work plan.

Lakey wanted to share document she prepared how it would look like transitioning back to work in person and some staff members continue

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telecommunicating from home. For members who would be in physical space would have to answer screening questions on daily basis before getting to campus. There would be schedules, making sure supplies are ordered and put in place for those coming back in person. She also considered how it would look like with high-risk employees on campus. Shakoor noted the document is very well written and caught all aspects of the in-person return. Shakoor asked if she was looking to have more personnel meeting throughout the spring. Lakey would have meeting in the summer as well for future planning. She started discussing with LSU on disinfecting ASI on daily basis. There would be daily screening for our staff just to be safe.

VIII. Reports – None

IX. Open Forum – Discussion Item

Time for members of the audience to address the Committee.

Lakey noted two open positions KDHR and New Programing student that are being actively recruited for.

X. Adjournment

Meeting adjourned at 12:59 p.m.

Chair's Signature: _____

Date: _____

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