



ASSOCIATED STUDENTS, INC.
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Minutes
Personnel Committee
Thursday, June 9, 2021 1:00 PM
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 1:09 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, Matthew Smith, and Cecily McAlpine
Advisors Absent: Brenda Mendez and Monica Ponce
Visitors: Shamshad Elimu
- III. Approval of Agenda – Action Item
*M/White, S/Molina-Mancio to approve the agenda as submitted
VOTE: UNANIMOUS
- IV. Approval of Minutes (March 25, 2021) – Action Item
*M/White, S/Molina-Mancio to approve the minutes of March 25, 2021 as submitted.
VOTE: UNANIMOUS
- V. Report – None
- VI. Open Forum – Agenda Items Only
Time for members of the audience to address the Committee on specific agenda items only. None
- VII. Unfinished Business – None
- VIII. New Business
A. ASI Executive Director Evaluation – Action Item
The committee will receive information from ASI President regarding ASI Executive Director Evaluation.
(Closed Session – Pursuant to California Education Code 89307(c)(1))
*M/Molina-Mancio, S/White to move in Close Session
VOTE: UNANIMOUS

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*M/White, S/Molina-Mancio to come out of Closed Session

VOTE: UNANIMOUS

*M/ Molina-Mancio, S/White to approve the Executive Director evaluation

VOTE: UNANIMOUS

Discussion: Shuaib noted during closed session they went over ED evaluation she exceeded their expectation. In future, they would like to see her engage student body in ASI resources documentation of ASI History and making plans to engage students in community partnership.

B. General Salary Increase – Action Item

The Committee will consider general salary increase for all eligible non-student staff for the 2021-2022 fiscal year.

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

*M/Molina-Mancio, S/White to move to closed session

VOTE: UNANIMOUS

*M/Molina-Mancio, S/White to approve 3% salary increase for general salary for all eligible non-student staff for the 2021-2022 fiscal year.

VOTE: UNANIMOUS

*M/Molina-Mancio, S/White to come out of the closed session

VOTE: UNANIMOUS

Discussion: Shuaib noted during closed session they discuss 3% salary increase for non-student staff was approved.

C. Return to Work – Discussion Item

The Committee will hear from ASI Associate Director regarding employee sentiment on possibility of returning to work.

Lakey noted conversation on return to work with this group started sometime in November 2020. She sent anonymous survey to ASI employees to understand how they feel on returning to campus in person. The survey was to receive as honest and candid answers without jeopardizing their positions with ASI. Lakey's recommend is hybrid model telecommute work schedule until the fall semester. She then went in detail explaining the outcome of the survey (attached to the minutes). Majority of the student staff want to come back in person whereas professional staff was mix result. Majority of staff would like to come back keep schedule of two/three days on campus and hybrid telecommute for the other days. Majority of staff have been vaccinated and comfortable to be on campus. She further noted 50% of ASI capacity is 21 people. Lakey thanked the campus allowing ASI to receive a great amount of PPE supplies stored all around the office. She thanked Ahouansou, Molina-Mancio and Elimu for moving items into ASI office (mask, sanitizing supplies, and gowns). Shakoor asked of implement Clean Desk Policy" how would that work. Lakey noted most of the space is

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shared in ASI and specially at the front desk people use the space leave their belongings and take from the front desk staff. There would be signs all around letting everyone know to clean/sanitize the area before leaving the space. Shakoor noted Smith was there to would share what they discussed at the EOC meeting on return to campus. Smith noted as of yesterday at that meeting it was discussed the campus is ready to send email to provide dates of return to campus. All MPP/Managements first phase expected back by mid-July next wave beginning of August and full occupancy before students return to campus. He further noted in that meeting the expectation is to return on campus as before COVID-19 and they would soon develop Telecommute Policy. White wanted to know if the front desk would have flexi glass for the safety of front desk students. Shakoor noted Ahouansou is already working with LSU to make those changes. Lakey would start moving forward as hybrid model as of fall semester. Shakoor asked about retreat in person on campus retreat would like to see things happening on campus. Smith was not sure how LSU is going to move forward on that.

IX. Open Forum – Discussion Item

Time for members of the audience to address the Committee.

Lakey had announcements to report on new hires:

ASI

Student Graphic Designer (Edgar Antonio),
Marketing Coordinator (Arianna Simonet)
Student Graphic Designer (Sophia Tobin)
Graduate Assistant (Liana Perry)

Children Center

Program Director (Candie Childress) Temp
Lead Teacher (Deyanira Sanchez)
Office Manager (Corliss Dunkun-Faulkner) Temp

Other searches for Children Center 6 new teaching staff (Teachers and Associate Teachers), Nutrition Coordinator, Office Manager, and the Director. Also considering Student Assistant as needed. Looking to create a Maintenance Student Worker position. She found an error during the completion of 5500 Form, working with Foundation and asked Ahouansou to join them to correct employer administration files and employee contribution process.

X. Adjournment

Meeting adjourned at 2:01 p.m.

Chair's Signature: _____

Date: _____

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