



**ASSOCIATED STUDENTS, INC.**  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

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Minutes

Personnel Committee

Tuesday, August 29, 2023 4:00 PM

Loker Student Union (LSU) 322

- I. Called to order at 4:06 p.m. by Jhanella Martinez, Chairperson
- II. Roll Call  
**Voting Members Present:** Jhanella Martinez, Edgar Mejia-Alezano, and Marcelo Cowo.  
**Voting Members Absent:** Janna Villanueva,  
**Advisors Present:** Rasheedah Shakoor, Michellena Lakey, Matthew Smith, Caline White, Brenda Mendez, and Monica Ponce  
**Visitors:** Shamshad Elimu
- III. Approval of Agenda – Action Item  
\*M/Mejia-Alezano, S/Cowo to approve the agenda as submitted  
**VOTE: UNANIMOUS**
- IV. Approval of Minutes (June 8, 2023) – Action Item  
\*M/Mejia-Alezano, S/Cowo to approve the minutes of June 8, 2023 as submitted  
**VOTE: UNANIMOUS**
- V. Reports  
Associate Director – Lakey noted ASI is hiring 2 Graphic Assistants, 1 social media assistant, 1 Program Assistant for Events, 1 Substitute Associate Teacher for the CDC. The Accounting/Finance Manager has been separated from ASI and will remain vacant for now. An extension to file for our 5500 was submitted and should be wrapped up soon. Lakey attended the AOA HR Conference receiving best practices information and is looking forward to learning more about the CHRS system being implemented on state-side that could be utilized by auxiliaries.
- 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. General Salary Increase – Action Item  
The Committee will review and consider a general salary increase for all eligibility non-student staff for the 2023-2024 fiscal year.  
(Closed Session – Pursuant to California Education Code 89307(c)(1)).  
\*M/Mejia-Alezano, S/Cowo to move into close session at 4:12 p.m.  
**VOTE: UNANIMOUS**

**“ASI REPRESENTS THE STUDENTS”**



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\*M/Mejia-Alezano, S/Cowo to move out of close session at 4:18 p.m.

**VOTE: UNANIMOUS**

Martinez shared a 3% general salary increase was approved for all eligible non-student staff retroactive to July 1, 2023. Shakoor thanked the community for approving the 3% increase.

**B. Employee Handbook – Discussion/Action Item**

The Committee will review and consider changes to the Employee Handbook. Lakey went over page by page explaining all the changes. She noted that all edits have been reviewed or suggested by ASI’s legal counsel. Other than editing grammar and outdated terms, there were a few items that needed to be addressed. Lakey reviewed the following changes:

- Updates to vacation and overtime request processes to also be compliant with our practice after recent CO audit concerns
  - Expanding the list of protected categories
  - Separating Disability Accommodation from protected categories section
  - Remaining compliant with AB 1041 and including “designated person” for sick leave and CFRA
  - Converting vacation maximum accrual from days to hours
  - More explicit language not allowing any accrual past the maximum
  - Updating Bereavement Leave to be more compliant with AB 1949
  - Adding Organ and Bone Marrow Donation Leave as we are a 15+ employer
  - Updating language regarding marijuana impairment to be compliant with the upcoming AB2188 language.
  - More compliant language with EEOC around reasonable suspicion drug testing.
  - Adding language specific to our Religions Accommodation Practice.
- Lakey answered questions and noted that professional staff and student staff will receive the Handbook with changes and will be asked to read and sign that they have read and understood ASI Handbook changes.

**IX. Open Forum – Discussion Item**

Time for members of the audience to address the Committee. None

**X. Adjournment**

Meeting adjourned at 4:39 p.m.

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