



ASSOCIATED STUDENTS, INC.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

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Minutes

Personnel Committee

Friday, August 16, 2024, 9:30 AM

ASI Guy Witherspoon Conference Room LSU 231A

- I. Called to order at 9:31 a.m. by Marcelo Cowo, Chairperson
- II. Roll Call
Voting Members Present: Marcelo Cowo, Edgar Mejia-Alezano, Efrain Contreras, and Jhanella Martinez (Via Zoom).
Advisors Present: Rasheedah Shakoor, Michellena Lakey, Cailin White, and Monica Ponce.
Advisors Absent: Matthew Smith and Brenda Mendez
Visitors: Shamshad Elimu
- III. Approval of Agenda – Action Item
*M/Contreras, S/Mejia-Alezano to approve the agenda as submitted
VOTE: UNANIMOUS
- IV. Approval of Minutes (June 24, 2024) – Action Item
*M/Mejia-Alezano, S/Contreras to approve the minutes of June 24, 2024, as submitted. **VOTE: UNANIMOUS**
- V. Reports
Lakey will share her report in the last open form.
- VI. Open Forum – Agenda Items Only
Time for members of the audience to address the Commission on specific agenda items only. None
- VII. Unfinished - None
- VIII. New Business
 - A. General Salary Increase – Action Item
The Committee will review and consider a general salary increase for all eligible non-student staff for the 2024-2025 fiscal year.
(Closed Session – Pursuant to California Education Code 89307 (c) (1)).
*M/Mejia-Alezano, S/Contreras to move to closed session at 9:35 a.m.
VOTE: UNANIMOUS

*M/Mejia-Alezano, S/Contreras to move out of closed session at 9:55 a.m.
VOTE: UNANIMOUS.

Cowo noted during the closed session they discussed staff increase and the committee agreed.

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*M/Contreras, S/Mejia-Alezano to approve a request for a 3% general salary increase for all eligible non-student staff for the 2024-2025 fiscal year retro to July 1, 2024. **VOTE: UNANIMOUS**

B. Succession Plan Policy Review – Discussion Item

The Committee will review the current ASI Succession Plan

Lakey noted this policy may need updates. She noted this is the committee has stewardship over reviewing and updating this particular policy particularly as the Executive Director has shared, that she may retire in the next year or so. Cowo read the document and opened the committee to discuss any possible updates.

Shakoor noted this document was last updated in 2016. She confirmed as outlined in the Succession Policy that the sub-committee to recruit and search for an Executive Director would be created by the Personnel Committee. This sub-committee should consist of one ASI staff, one faculty, one university advisor currently serving on this committee, two members from the personnel committee, and two students from the Board of Directors' members Shakoor further noted that she has made it known that she has plans to move on and would like this committee to start working on who would be a successor for the organization as she departs. This committee would be the one to select whether we might recruit or appoint the next candidate as outlined in the Succession Plan and forward it to the Board of Directors for final approval. Lakey noted that this document would help the committee start the work and move forward. After discussion, it was noted that Cowo and Lakey would work on suggestions given by different members and bring those edits back to the committee. Those edits included detailing the Interim Selection process and detailing the Internal Appointment process.

IX. Open Forum – Discussion Item

Time for members of the audience to address the Commission.

Lakey noted ASI Tax Form 5500 has been fully filed with IRS and we are recruiting a Social Media Assistant candidate for our office. A new Technology Assistant has been hired and two teachers and one Student Assistant have separated from CDC. Manansala has created a great relationship with the campus and the child development major students have been coming through as observers and supporting a lot of work at CDC. That relationship with academics is working great with the support at CDC. Manansala is doing wonders at the CDC and now CSUDH has been chosen as a laboratory site for the Child Development Major. We have been trying to move in that direction for years and she has made it happen.

X. Adjournment

Meeting adjourned at 10:22 a.m.

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