



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-928-7141
asi@csudh.edu ♦ www.asicsudh.com

Minutes

Personnel Committee

Monday, June 24, 2024, 12:00 PM

Guy Witherspoon Conference Room LSU 231A

- I. Called to order at 12:03 p.m. by Jhanella Martinez, Chairperson
- II. Roll Call
Voting Members Present: Jhanella Martinez, Edgar Mejia-Alezano, and Marcelo Cowo.
Voting Member Absent: Janna Villanueva
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/Cowo, S/Mejia-Alezano to approve the agenda as submitted.
VOTE: UNANIMOUS
- IV. Approval of Minutes (April 23, 2024) – Action Item
*M/Mejia-Alezano, S/Cowo to approve the minutes with amendment correct Cailin spelling mistake. **VOTE: UNANIAMOUS**
- V. Reports
ASI Associate Director – Lakey, a noted Graduate Assistant will begin her position today.
- 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
 - A. Workplace Violence Prevention Plan – Action Item
The Committee will discuss and consider the Workplace Prevention Plan to remain compliant with SB 553
Lakey went over updates she made after meeting with Ponce, Mike Williams and Dr. Tiffany Herbert, the document now has edits to training, responsibilities and to help understand process during emergency response. She updated the document with a language like the one on the campus website for emergency procedure. Lakey used the example of the robbery that happen in ASI where there were no employees in that case it would fall under the campus emergency which is followed by all the departments on campus. Whereas if there were employees present then it would follow guidance under the Workplace Violence Prevention Plan. Ponce noted they worked collectively where any department can find this document one place

“ASI REPRESENTS THE STUDENTS”



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-928-7141
asi@csudh.edu ♦ www.asicsudh.com

and there you would be asked to click on your area, so it is known where you officially work on campus/departments as needed. Ponce asked about workplace Hazard. She further noted after her meeting with Lakey the university went further to identify individuals responsible (e.g. Vice President, Facilities managers) to make correction after the hazard is reported. Lakey would adjust the document with the updates. Shakoor asked what the violence hazard correction is. Ponce note e.g. no proper lighting in an area would be a correction.

*M/Mejia-Alezano, S/Cowo to approve the Workplace Violence Prevention Plan as presented by Lakey. **VOTE: UNANIMOUS**

VIII. New Business

A. ASI Staff Update – Discussion Item

The Committee will discuss upcoming and recent staff changes. Lakey noted that ASI is promoting one of the employees. The Accounting Clerk is now going to be an Accounting Specialist. We are keeping the Accounting Manager position vacant for now. Accounting Specialist would still support Shakoor but taking more responsibilities on her own. This position would be effective as of July 1, 2024. Lakey further noted at CDC we eliminated Lead Teacher position. The person in this position was offered a teaching position and she accepted. On May 15th, we placed a teacher on leave for investigation for accusation of aggressive physical interaction with a child. The investigation by Lakey and the Sheriff's Department found no merit to the allegation or substantial evidence. and The teacher was removed from administrative leave and returned to work on June 12th.

IX. Open Forum – Discussion Item

Time for members of the audience to address the Committee. It was noted because Vice President of Academic Affairs is not available, they are not able to bring the salary increase item to the Committee. Lakey noted generally during the end of the fiscal year the committee reviews the salary increase for the ASI staff positions. She would work with the incoming Executive Vice President to schedule a Personnel Committee meeting as soon as she is able to have all voting members present in the next fiscal year.

X. Adjournment

Meeting adjourned at 12:22 p.m.

“ASI REPRESENTS THE STUDENTS”