



ASSOCIATED STUDENTS, INC.
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Minutes

Personnel Committee

Wednesday, April 23, 2025, 1:00 – 2:30 PM

Guy J. Witherspoon ASI Conference Room (LSU 231)

- I. Called to order at 1:04 p.m. by Marcelo Cowo, Chairperson.
- II. Roll Call
Voting Members Present: Marcelo Cowo, Edgar Mejia-Alezano, Efrain Contreras and Jhanella Martinez.
Advisors Present: Rasheedah Shakoor, Michellena Lakey, and Matthew Smith.
Advisors Absent: Brenda Mendez and Monica Ponce
Visitors: Tina Haugbro, Sue Simon, Val Merrill, (Via Zoom), and Shamshad Elimu
- III. Approval of Agenda – Action Item
*M/Contreras, S/Martinez to approve the agenda as submitted.
VOTE: UNANIMOUS
- IV. Approval of Minutes (February 21, 2025) – Action Item
*M/Contreras, S/Martinez to approve the February 21, 2025 minutes, as submitted.
VOTE: UNANIMOUS
- V. Reports
Lakey is working on finalizing the Graduate Assistant search, with the ability to offer the position soon, and open Student Staff positions, including the Front Desk Assistant. The Program Assistant position will open soon. Lakey is still working with the new vendor on finalizing the process of 5500 forms.
- VI. Open Forum – Agenda Items Only
Time for members of the audience to address the Committee on specific agenda items only. None
- VII. Unfinished – None
- VIII. New Business
A. Other Post Employment Benefits Plan (OPEB) Amendments– Discussion/Action Item
The Committee will hear from Nicolay Consulting representatives to consider possible amendments to the ASI OPEB Plan
Tina Haugbro introduced her team, which worked with her on this plan for ASI.
Sue Simon and Val Merrill (Via Zoom). She noted that the current Employee

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Benefit Plan offers retirees full medical coverage for employees and their spouses for life after they are 50 and have 5 years of service. She worked on this plan to provide an overview of the OPEB plan, including medical coverage, dental, and vision for ASI. She explained the cost of increasing the eligibility age, closing the plan to new employees, and stopping benefits to new hires. Tina presented three scenarios for amending the OPEB Plan. Increase the eligibility age, close the plan to new hires, and stop the benefits for all new hires. She highlighted the cost savings in each scenario and the impact of the funding contribution. The committee agreed with the second scenario to close the plan to anyone with less than 5 years of service as of the most recent valuation.

*M/Mejia-Alezano, S/Contreras to approve the Post Employment Benefits Plan (OPEB), to close the plan to anyone with less than 5 years of service as of the most recent valuation.

VOTE: UNANIMOUS

B. Executive Director Evaluation – Action Item

The Committee will receive information from ASI President Edgar Mejia-Alezano regarding the ASI Executive Director evaluation.

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

*M/Contreras, S/Martinez to move to close session at 1:31 p.m.

VOTE: UNANIMOUS

*M/Contreras, S/Mejia-Alezano to come out of closed session at 1:41 p.m.

VOTE: UNANIMOUS

Cowo noted that overall, Shakoor received a 5 for her performance in communication and Leadership. Shakoor thanked the Executive members and the President for allowing her to work with them.

C. Executive Director Succession – Discussion/Action Item

The Committee will consider the Executive Director's Succession.

The Committee discussed the succession plan for the ASI Executive Director (ED) role, with the current ED retiring in June 2026. The Personnel Committee will discuss supporting self-training for a successor following the “Succession Planning Policy”. Lakey gave her background with ASI for 18 years, starting as Program Coordinator, Manager of Leadership Development and Events, and now as Associate Director. She has seen growth, setbacks and achievements in this, and ASI remains committed to meaningful relationships with campus and student leaders. Together, we’ve navigated significant challenges, but specifically with integrity, clarity, and steadfast belief in our team that we created here in ASI. Looking ahead, she sees the opportunity and the challenges that we all know that we are facing on this campus and CSU, but with the full fiscal years’ worth of

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intention transition from Shakoor, I believe I can lead ASI into a new chapter of continued purpose and innovation. Should you choose to appoint me to this role, I look forward to progressively leading as I move forward. She stepped out so the committee could discuss. Cowo noted that Lakey has 18 years of experience with ASI and understands the organization. Shakoor noted it is time for her to pass the baton. The committee emphasized the importance of internal appointments to maintain the organization's continuity and avoid the cost and challenges of a national search. Smith noted that to prevent miscommunication and concerns, ASI should communicate the decision to the university president and VP Franklin. Mejia-Alezano had a conversation with VP Franklin on the succession plan. He also revealed it to the university president and gave scenarios on what happened on other campuses when the position was opened for search and the cost-effectiveness.

*M/Mejia-Alezano, S/Contreras to approve Michellena Lakey as a successor of ASI Executive Director as of July 1, 2025. **VOTE: UNANIMOUS.**

Shakoor noted that now the committee has to offer the position the Lakey for her acceptance. Cowo offered the ASI Executive Director position to Lakey on behalf of the personnel committee. Lakey accepted the appointment and answered questions about her background and experience. She thanked the Committee for their trust in her to move on with directing ASI.

IX. Open Forum – Discussion Item

Time for members of the audience to address the Commission.

Lakey wanted to let the committee know that it is budget time, and about employee compensation, we are still working to make sure everybody is at least at 90% of the weighted average of their respective position, as has been our practice. You all know what our budget looks like. We should give special consideration to 3 non-manager employees who range from 73% - 83% of the weighted average right now. Even during hard budget times, consider keeping employees at the minimal equitable amounts for compensation. She emphasized that 2 out of the 3 employees are at the CDC. She asked them to pay attention to the budget and be ready to discuss further.

X. Adjournment

Meeting adjourned at 2:20 p.m.

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