Personnel Meeting Minutes for November 14th, 2011

I. Call to Order: Chair Caldwell calls the Personnel Meeting to order at 1:19pm

*indicates member present at start of meeting roll call

II. Roll Call

Members Present: 
*Chris Caldwell
*Christopher Prado
*Siddharth Menon
*Mark Allen T. Laluan
*Lyla Pehrsom
*Stan Hebert
*Randy Saffold

Absent Members:

Guesses:

III. Action Item-Approval of Agenda

Motion: (Menon) to approve the agenda.

Motion Carries.

IV. Action Item -Approval of June 24th, 2011 Minutes

Motion: (Laluan) to approve the June 24th, 2011 Minutes.

Motion Carries.

V. Public Comment

Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.

VI. Information Item-Board of Director’s Application Process

The Committee will discuss the procedure and process for evaluating board applications. Following were the highlights of the discussion:

- Chair Caldwell states that this is the first personnel meeting of the quarter.
- The deadline for Board applications for the two vacancies was November 4, 2011.
- As of right now, we have received 9 applications for the position of Director of Environmental Affairs. 5 of them are eligible and 1 is pending.
- We have received 4 applications for the position of Director of University Union; 2 of them are eligible and 1 of them is pending.
- The pending applications will be processed by judicial affairs and if the applications are eligible we will start the process.
- Chair Caldwell explains the process of evaluation.
- Each Personnel Committee member will be given two applications and the member will then be conducting one-on-one interview with the applicant for the respective position. We will have to come up with a set of questions pertinent to the position that they have applied for. After the one-on-one interview session, please forward
one of the names to the Personnel Committee and then we will have them present before the Personnel Committee.

- After their presentation, we will forward the committee’s recommendation to the Board for their approval.

- Prado states that he has to leave for class and inquires if it is essential for him to stay in the meeting. ED Saffold explains that this is an information item and there is no voting involved.

- Note: Chris Prado walks out at 1:24 pm.

- Chair Caldwell opens the floor to suggestions, questions or comments from the committee members.

- VP Menon inquires if the candidates really know what their job is; whatever is written on the document is not accurate with the job itself. Is there is any way we can get them to meet and have a discussion with the previous year’s Director so that they have an idea of what to do. Chair Caldwell replies by stating that when we are having the one-on-one interview with the applicants, we can do a rundown of the position, explain the key points and make sure that they understand the conditions. On the application they have to check and sign a statement that they understand the responsibilities, bylaws and there is a time commitment of 20 hours or less for the position.

- VP Laluan states that there is a danger in being too selective just running down the number of applicants for Internal as well as External position; for this to be a fair process we need to involve as many eligible names as possible. We are close to that right now, hopefully more will come in for other committees. There is a danger if we are too selective in trying to find someone that fits your conception with the job rather than allowing people to flourish and giving people the opportunity to serve. Instead of giving them the duties from last year; everyone has to put their own touch to it. Chair Caldwell states that we can collectively come up with what we envision the people doing in those positions.

- VP Pehrson addresses the actual application process. Inquires if the forms can be submitted online. Chair Caldwell replies no to the above question. VP Pehrson suggests that if online submission of forms is possible it may increase the number of participants. Chair Caldwell replies that ED Saffold has a vision for documents and with Pritesh on board we will be able to work on it in the near future.

- VP Menon asks if it possible to send the Bylaws three or four days prior to the interview so that the applicants can brainstorm and have more creative ideas and better plans. VP Pehrson states that this is a good idea and hopes that they take the initiative and have the thoughts already without us prompting to do so. We are in leadership role and we should be able to take the initiative to research the position we are applying for and have plans. VP Laluan states that it is a good that we want them to understand their jobs; we don’t want to hold their hands in the entire process. There is a small amount of training involved but at the end of the day it is all about personal leadership. VP Menon states that it is fair to give them some
word document or some tool that will help them to understand their jobs so that they can plan better.

- **Hebert** states that the criterion for serving our committee is willingness and interest. As a Chair or as a board member, what we are looking for is sometimes is a combination of balance in your committees, gender balance, cultural balance etc. The job is that you really want to look at the skills. There can be people in the Finance Committee who don’t know finance or in the union committee who serve very well because they are curious how it works. The basic process is good. Look through the opportunity and try not to worry too much about projecting how people will perform. People will surprise us positively and negatively.

- Chair **Caldwell** requests the Committee to come up with concrete questions specific to the two positions namely Director of Environmental Affairs and Director of University union and duties so that we can come up with a comprehensive document or guide so that we are on the same page and are asking the same questions. Please email me the questions by Wednesday.

**VII. Information Item- Proposed Organization Changes**

The Committee will discuss proposed organization changes that include job descriptions and salary adjustments. Chair **Caldwell** yields the floor to **ED Saffold**. Following were the highlights of the discussion:

- The budget and the audit have made us re-think some of the things that we do within the organization.

- Some surprises with the operating agreement, now we know that we do not own the building. **Shawn** our maintenance guy loses a major part of the work that he used to do. The way we are going to accommodate that in a conversation with his leadership **Krista Smith**, Mo **Salman**, Chris **Prado** and myself; was there a way we could come up with to keep him on or release him. There are actually things not happening in the organization that we can re-task him to do that will allow us to stay within the budget because we have already budgeted for this position. Those things would be primary equipment repair for RAW. He would take over all the repair of the moving equipment that we own. He is actually getting certified in that in the coming weekend.

- Technician for new stage and lighting set-ups which we plan on purchasing to increase our revenue as we look through off campus groups and rentals. We don’t have an internal risk manager and we don’t have anyone who is helping the org. We have an HR representative working with paychecks once a week to make sure that we have someone looking at how we are stacking and storing.

- **He** will be moving his office space over to the union. He will still be responsible for other part of his duties that he did not lose, he fixes everything in ASI whether its furniture, chairs, tables etc. **Dominic** was his student worker and who now finds himself in a position that he has no job. He will be graduating in a month and half. There is a special project that has come out of the Chancellor’s audit where I have mentioned before that we do not do a great job of documenting and storing out ma-
terials and resolutions. He would be going retroactively as far back as possible from the time we have left in creating a database so that the next time we get asked by the audit committee for any kind of document we can run a report and print it for them. VP Menon inquires if the back-up is going to be electronic. ED Saffold states that the back-up is going to be electronic in pdf form and database entered and indexed so that searching is easy. Pritesh, I and Lil Parker will be working on this project.

- **Marc Cochran**, Operations Specialist: I was wondering why we have someone of that caliber within the organization just primarily moving tables and chairs. Prior to my joining, he was on the verge of making a deal with Bob Williams on changing his role with Salman. The role was to do more business in the rental area from the surrounding cities. We have the potential to be the nicest conference center between the Oakland International Airport and San Ramon. What I want to do is switch his role slightly and focus now on winning business community outreach. I have already worked that out with the supervisor.

- For the UU Conference Center, taking a look at the staff will have to take a step up because we will be covering for Marc and the things he is not doing. This may cost more because we will have to hire student workers, also everyone will now have to learn the new equipment and lighting setup.

- **Arthur Jenkins**: After talking with the administration at Concord, Hinrichs, Herbert, Caldwell and Stone we have concluded that it is not a full time position. Stoll has been requesting for a full time staff at the Diversity Center to help him grow and develop the Diversity Center. What we can do with this opportunity is that we can utilize three of five days of Arthur Jenkins’s time to actually help grow and build the Diversity Center. This is one area in which ASI can help increase programming. There will be a small bump in Stoll’s salary as I would make Jenkins report to Stoll in this regard.

- We will need personnel committee’s approval for the salary adjustment and job descriptions for Marc and Shawn. Salman is working on their job descriptions; I am working on Jenkins’s job description. There will slight salary adjustment in Stoll’s salary. Next week’s meeting we will be talking about this again and these items will need a vote. If you have any questions about the direction I am about to take from the operations perspective, please let me know.

- Similarly Lil Parker has a mandatory salary. When we changed her job description and she signed a contract; she wanted more then what we actually gave her. I had told her earlier that keeping in mind the budget this is what we can look at. I am willing to do a review with the personnel Committee when her sixth working month comes up. That period of time is coming up and I would seriously consider looking into. Sneh has a six month review. Unlike Lil’s position Sneh’s position was a trial for six months to see how the Board feels about what we did. The debate was do we need two executive administrative assistants, one for the Board and one for the ED as we are looking at saving money. Please be prepared to ask questions when we come back to talk about it. If we really need two executive administrative assistants,
are we getting enough work out of them? We will also need to talk about who they should report to.

- Accounting: The Chancellor’s audit report and the evaluation with paychecks suggest that from the accounting perspective we are weaker than we could be. We don’t have any managerial analyst and if my lead accountant is telling me that it is the role of the managerial analyst and paycheck is telling me that it is the role of the managerial analyst, the campus will be telling me that an analyst is good for us.

- Chair Caldwell thanks ED Saffold for keeping the committee in the loop. A lot of the changes are really good ideas for our organization.

VIII. Roundtable Remarks - none

IX. Adjournment

Motion: (Laluan) to adjourn meeting at 1:52pm.
Motion Carries.

Minutes Reviewed and Approved By/On:

Personnel Committee Chair
Name: Chris Caldwell

Date