Personnel Meeting Minutes for November 16th, 2011

I. Call to Order: Chair Caldwell calls the Personnel Meeting to order at 12:05pm.

*indicates member present at start of meeting roll call

II. Roll Call

Members Present | Absent Members | Guests
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*Chris Caldwell | | Randy Saffold
*Christopher Prado | | |
*Siddharth Menon | | |
*Mark Laluan | | |
*Lyla Pehrsom | | |
*Stan Hebert | | |

III. Action Item - Approval of Agenda

Motion: (Hebert) to approve the agenda.
Amendment I: (Menon) to add an Information Item-ASI Board Applications.
Amendment I Carries.
Amendment II: (Pehrsom) to add as Gloria Romero for the discussion of the Action Item – Proposed Organization Changes.
Amendment II Carries.
Amendment III: (Hebert) to make Action Item VI closed session.
Amendment III Carries.
Motion Carries as Amended.

IV. Action Item - Approval of November 14th, 2011 Minutes.

Motion: (Laluan) to approve the November 14th, 2011 Minutes.
Amendment I: (Prado) to change the statement for Lil Parker’s mandatory salary increase to mandatory salary review.
Amendment I Carries.
Motion Carries as Amended.

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. Action Item - Proposed Organization Changes

The committee will take action on the proposed organization changes that include job description and salary adjustments. This item will be a closed session for the minute purposes and the committee invites Director Randy Saffold since he is presenting this specific item.

Motion: (Hebert) to go into closed session.
Motion Carries.

VII. Information Item - ASI Board Applications
Chair Caldwell states that as discussed previously he wanted each committee member to bring at least six questions that they will ask during the interviewing process. How many questions would be a good amount of questions to ask and after thinking about it a little more he states that he wants to change the process a little more by having a two on one interview process instead of a one on one. It will be two committee members and one applicant that way there is more one than 1 perspective.

- Starting today the calls can go out to the applicants and the first round of interviews can be set up and done by this time the following week.
- By next Wednesday the two on one interview can be held.
- Then come back and look at all the recommendations and feedback then the Board will go from there.
- From these interviews we will pick two from each position
- The Board can look for what each interviewee can bring to the table
- President Prado has three interviewees, Chair Caldwell has three interviewees, VP Pehrson has three interviewees and VP Menon has four and Board member’s partners were picked at random.
- First proposal will be VP Laluan and VP Pehrson
- Second Proposal will be VP Prado and VP Menon
- Third proposal will be VP Menon and Chair Caldwell
- VP Menon asks once individual interviews are done how are recommendations going to be discussed?
  - ED Saffold states that the Board will bring the recommendations then one person from the interview process will act as an advocate from the whole group or the recommendations can be brought back as a group discussion. My goal is that it does not become a debate during the interviewing process.
  - EVP Caldwell states that he and VP Menon conducted a group interview for the Finance Committee yesterday and have an example of an evaluation sheet consisting of participation, listening, and assertiveness. With the questions that we come up with we can use something similar to just give out individual grades during the interviewing process
  - ED Saffold states that judgment is a good thing to be looked at during the interview process because often times the Board is being asked to make decisions on an issue so if you’re giving them a task aside on if they are rational and do they reason well that will also be good. Looking at if they have the ability to decide on things.
  - Hebert indicates that when the Board starts getting into the measurements there can be a danger with someone challenging your metrics. When you make decisions as a Board you’re making them based on presentations and information that is publically available. It's not a very objective tool due to everybody not interviewing everybody so while this person may say this person has good judgment but then the process becomes unfair. The measurements will make things a little too complex, you really want to determine if the person has the capacity to serve for the whole year on the Board and also the interest. Capacity can be evaluated by being their pool of time they have available.
  - President Prado states that during the interview process each applicant should be asked the same question.
Chair Caldwell states that he wants to come up with general questions to ask and that's why there are groups of two people interviewing so that there is not one perspective.

ED Saffold states that he feels that everyone should come back together in the room and discuss the merits of each interviewee and then come to a consensus agreement for the interviewing questions and whatever criteria they had to submit in the first place. The committee will come to an agreement and this should be looked at by the Board what will be said.

VP Pehrson states that she agrees with Hebert in staying away from the metric system because when you are in the application or hiring process, you don't know what people are capable of by asking them. We can try to gauge but some people may surprise you in a negative or positive way. Also, it is important how they are going to propose to juggle school and ASI. Those are really meaty questions.

Chair Caldwell suggests that after the two on one interview, writes an assessment of how the interview went; pros and cons in other works just a general statement about your views on the candidate. This will take out the metric system. From here we are still going to come up with the same questions; 9 or 10 however, many questions we feel we should ask and we are going to go through all the ones that we want to choose and then use a summary as an assessment. President Prado states that this is an easy way of presenting to the Board.

A reminder from Hebert – as you are selecting Board members, your individual understandings of what the board requirements are is very important because this is where you are speaking on behalf of all the students who will not be able to vote as these are appointed positions. Keeping that in mind, even if a particular candidate is not your favorite but you see him or her as an important addition to the Board leadership on behalf of all students in the University.

VP Menon mentions that numbers work for me. ED Saffold explains that it is not a problem when you do a numerical system for you it works; you making sure that everyone has the same scale of measurement doesn’t work. This is not a good process amongst multiple individuals.

VP Menon states glad to be back and it gives us the chance to talk to each other on various issues.

Chair Caldwell asks the Board, how many questions we should prepare for the candidates. Menon inquires do we know what kind of questions we are going to ask the candidates. ED Saffold states that there are 22 other campuses that have had to appoint people. They have had the whole process in place with questions etc. Contact your peers and find out about the set of questions and then we will be ready to go.

VP Pehrson suggests going through the questions first before deciding on the number of questions. VP Menon suggests putting all the questions under different buckets so that we can compare them. The committee reviews the set of questions.

The first general question in “what do you think the role of ASI Board member is?” Hebert states that a good lead would be about the candidates like; tell me about yourself or your interest in the position. VP Menon mentions that this information can be obtained from the application. President Prado states that it is
important in an interview process to make an environment as conducive to relaxation. A good way to start off the interview is to briefly in two or three minutes ask them why they want to join the Board.

- President Prado states that another question could be what role of public service and civic duties plan our society. VP Laluan suggests what role you think student activism take on campus. Chair Caldwell mentions that there is a question on student government on the application.

- President Prado suggests how you think public service/civic engagement plays into the community.

- VP Pehrson hopes that the candidates know the role of an ASI Board member but if they don't know are we going to fill them in. President Prado states that knowing what a board member does is not a prerequisite for the positions. VP Pehrson states taking that question out. ED Saffold suggests asking, what do you now about the role of ASI on campus? It's tied a little bit to what a board member does. A board member helps facilitate the work of ASI. Are they familiar of who we are and what we do as an organization?

- Another question would be how to propose to balance your responsibilities in ASI, extra-curricular involvement and schoolwork?

- In your opinion do you have any interest for activities on campus that may conflict with your potential duties as an ASI Board member?

- What do you think should be the role of student activism on campus? VP Laluan states that this question is very similar to the previous question that he suggested. ED Saffold suggests changing it to student advocacy. VP Pehrson mentions that sometimes the reactions to the questions are more important than the answers.

- VP Menon suggests a question what experience do you have leading/coordinating a team.

- President Prado suggests asking how would you define your student experience here at CSU East Bay?

- The committee next reviews the questions relevant to the position of the Director of Environmental Affairs.

- The first question is what environmental policies and procedures would you like to implement as a Director of Environmental Affairs. ED Saffold objects to this question by stating that it needs to be more specific like what environmental policies are needed for this campus. Menon rephrases it to what according to your understanding are some key issues that the Environmental committee has to tackle immediately.

- VP Pehrson suggests asking how you act green in your daily life. Chair Caldwell suggests asking what past experience you have in environmental issues/solutions.

- Another question is what does sustainability mean to you and how can the substance of this concept be communicated to students.

- President Prado suggests the question, what are some global issues that environmentalists face that East Bay student should be concerned about.

- VP Menon inquiries can we ask, could you share your understanding of your role of the Environmental Committee. VP Pehrson states that we can explain the role of Environmental Affairs. Another suggestion is to ask, do you have specific
goals or tactics that you would like to share. **ED Saffold** comments please keep in mind clarity of questions.

- **ED Saffold** states that if one question leads you to better thinking about how to answer the second question then you want a service and want to disservice while making a final choice.

- President **Prado** suggests after the general and specific questions we can ask what three people would you want to have dinner with. This will give us a sense of their character and their interest.

- **ED Saffold** states that these are important because they are not just jobs, they are stipend positions. Best hiring practice consists of asking the questions in the same way. Do not ask the question too enthusiastically to the person you like better. Read the questions in the same order, the same person reads the same questions so that you try to minimize as many factors as possible so that no one can blame any outcome on some other factors. The other thing is you cannot ask too many follow up questions. If a person just blows a question and just totally doesn’t have an answer, you don’t throw them the softball you just let them blow it with that answer. If you throw one softball and they knock it out of the park yet you didn’t do the same thing for the other person. Then you have given someone an unfair advantage. You should not deviate from the questions you ask the exact questions, you can repeat the question, and let them know that they didn’t answer part one or two of the question. But you cannot tell them how to answer part two of the question. Want to make sure that the Board is aware of that. There are general questions about East Bay.

- **EVP Caldwell** states that the only environmental question was what does sustainability mean to you and how can this concept be communicated to students. All committee members agree that this is a question that is way too complicated. So there are only four questions for environmental.

- **VP Menon** pointed out that there are more general questions. **ED Saffold** continues by stating that there are more general questions about management and leadership and what specifically are you going to bring to CSUEB East Bay.

- **VP Pehrsen** asks if Chair **Caldwell** can state what he wants the Board members to say for the introduction of the position so that we do not deviate.

- The committee then goes over the University Union questions; the committee decides to omit the second question. **VP Menon** suggests that we should not ask how familiar they are with UU policies. **ED Saffold** suggests how familiar you are with the services and operations in the UU or maybe do you utilize the UU. **VP Pehrsen** talks about the second question and states that there is nothing we can do about achieving long hours at the UU. **ED Saffold** mentions that the whole thing is advocacy for campus life. **VP Menon** comments that there are more questions for UU than for Environmental. **ED Saffold** states what issues are facing UU that this person needs to be thinking of; it is more of vibrant campus community questions. The UU representative should be thinking about how we are utilizing that space to provide services and activities for students. The last question tries to get to some of that but unsure if it does. How would you change programming within the UU as opposed to how do plan to utilize space. **VP Pehrsen** suggests adding to the vibrant campus community by changing programming. Prado sug-
gest asking how the UU can be more effective in creating a more involved campus. ED Saffold suggests the question what would you improve for the University Union. VP Menon and VP Pehrson comments that the question what are the strengths and weaknesses of UU is a very good and positive question. VP Pehrson states that this question gives them what we already have and we can start working from what we have. VP Menon states that one positive thing that we have in our UU is food services and this helps in gaining traffic. VP Pehrson suggests taking off the second last question.

- President Prado suggests, after the general and specific questions we can ask if you could have dinner with three people in history, who would they be and why.

VIII. Roundtable Remarks

- Prado: before the meeting he was at a Student Success and Achievement committee with different members of the campus community. I was on the agenda to speak about Retention Rates of the neediest students and talked about what different Universities are doing and how we can build upon the services that we have on our campus.

- Menon: interviewed candidates for the Finance Committee and have submitted the recommendations to the board.

- Saffold: received an announcement from one of the other ASI at CSU; she has a safe protesting document that she shares with her Board. She has emailed me the document and asks the Board if they want to take a look at it. ED Saffold inquires when I request vacation time, do I go to the Personnel Committee, Board President. In the next Personnel Meeting, when we talk about days off for staff or work closures, I want to make sure that I have a command on closure dates and what expectations the staff has. Sometimes they are told when to take a vacation, my personal philosophy is that in this environment when we cannot give the staff raises, we cannot give those days when the university is closed and make them take a vacation. Chair Caldwell replies that in order to take time off he has to get it approved from the University

IX. Adjournment
Motion: (Prado) to adjourn meeting at 2:04pm.
Motion Carries.

Minutes Reviewed and Approved By/On:

Personnel Committee Chair
Name: Chris Caldwell

November 28, 2011
Date