**Personnel Committee Meeting Minutes of May 29th, 2013**

1. CALL TO ORDER: VP **Alzamil** calls the meeting to order at **10:17am.**
2. ROLL CALL

Members Present Absent Members Guests

Zamil Alzamil Randy Saffold

Jerry Chang Danielle Ortuno

Erik Pinlac

John Erlandson

Stephanie Flowers

Stan Hebert

1. ACTION ITEM **- Approval of the Agenda**

VP **Alzamil** approves the agenda.

1. ACTION ITEM**- Approval of the April 17, 2013 Minutes**

VP **Alzamil** approves the minutes of **April 17, 2013.**

1. PUBLIC COMMENT

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

No Public Comment.

1. INFORMATION ITEM– **ASI Organization Restructure**

**Motion: (Pinlac) to move into close session with an invitation to the advisors.**

**Motion Carries.**

**Closed Session.**

VP **Alzamil** highlights the following:

* Updated the Executive Director’s evaluation form and job description.
* Also viewed the ASI organization reconstruction and suggested changes.

**00:29**

1. DISCUSSION ITEM – **Closed Session: Executive Directors Evaluation**

**Closed Session.**

1. DISCUSSION ITEM **– ASI Employee Satisfaction Survey**

VP **Alzamil** highlights the following:

* Have an ASI employee satisfaction survey in every department.
* The survey can provide good feedback for future personnel committee and executive director.

**Ortuno** mentions to be cautious when asking questions and have a goal in mind with a course of action.

ED **Saffold** mentions to ask specific questions to obtain resourceful answers.

VP **Alzamil** mentions he created the survey questions with the help of ED **Saffold** and **Ortuno.**

VP **Erlandson** mentions the survey can be useful; the questions just need to be changed.

**Ortuno** mentions not every position within ASI leads to career growth. Many positions are a stepping a stone to higher positions. She also mentions asking the question “are you looking for a job outside the organization” does not accomplish anything. Everyone is looking for a career growth whether it is within or outside the organization.

President **Chang** recommends asking one broad question: “How satisfied are you working with working for ASI?”

**Ortuno** mentions having a question state “Do you think your skills are being utilized to its full capacity within your position in ASI?”

President Designee **Hebert** states there is an effort to provide an annual campus climate survey that can be tied to national norms. It gives indication as how the campus feels. He asks is the organization seeking for qualitative results, results can be retrieved with a qualitative session.

The committee states the survey is meant to be sent out to all staff, full-time and student staff.

VP **Erlandson** mentions there should be two different surveys, one for full time staff and one for student staff.

President **Chang** mentions he would like a general basic question: “How satisfy are you with your work?”

**Ortuno** mentions they will condense the nine bullet points into two bullet points.

ED **Saffold** mentions the first two questions need to be changed, and combined into one: “Do you feel your skills are being fully utilized in your job?” and “How satisfied are you working for ASI?”

VP **Alzamil** reads all the survey questions and seeks for commentary and suggestions.

The committee discusses how to divide the departments without isolating any individuals.

ED **Saffold** mentions the survey will be an executive summary for the executive director and board. He also mentions there may be a requirement for each department to conduct their own satisfaction survey annually. This can be a potential template for their individual surveys.

**Ortuno** mentions having a comment section under each survey. She feels there is no need to have individual department surveys.

ED **Saffold** mentions he is working with **Ortuno** and will partner up to have the annual satisfaction survey sent out in adequate time. This will eliminate having student life send out the survey.

The committee agrees to eliminate the question in regards to being stressed at work.

The committee agrees to state question 4 as “Are the issues you bring up being addressed by your supervisor?”

The committee discusses having a question in regards to the job duties and tasks.

President Designee **Hebert** states some questions are about the environment and how they feel about it, others are specific that are reflections of the management within the unit.

ED **Saffold** states the sections need to be made clear. He mentions he has never done an organization satisfaction survey, only department wide.

**Ortuno** mentions she recommended VP **Alzamil** to consider having a separate survey just for RAW, as they have a large employee base and their model is different from the rest of the organization.

ED **Saffold** mentions to have the RAW leadership be part of the development tool. He also mentions the survey can be condensed, and just have five questions. With the feedback obtained it can serve for setting the basis for departmental surveys.

President **Chang** mentions the question “Would you recommend a friend to work for ASI?” should be added in every survey.

President Designee **Hebert** mentions it may be important to ask the question “how long have you worked at ASI, and what happens after you leave ASI?” This question can provide longevity. He suggests having a focus group to retrieve some qualitative data.

President **Chang** mentions to have less questions and simple questions.

VP **Pinlac** mentions he is comfortable having all five questions with comment boxes after each section.

ED **Saffold** states he wants to know what the students think about management and their experience; therefore students should have their own bullet point. The core areas are administration, programming and events, operations, Rec and wellness.

The committee discusses being broad with the departments and in parenthesis specifying/defining each department that falls under that category.

* 4 categories, defining within each category what it means
* Example: administration (accounting, IT, business services, etc.)

The committee discusses when to send the survey out. They decide that it has to go out the following week since finals week is the week after that.

ED **Saffold** mentions to send it out with the implication that it’s a ‘mandatory’ survey; this is to help get more feedback.

1. ROUNDTABLE REMARKS

No roundtable remarks.

1. ADJOURNMENT

Meeting adjourned: N/A

Minutes Reviewed by:

**ASI Executive VP/Chief-of-Staff**

**Name: Zamil Alzamil**

Minutes Approved on:

**6/5/13**

**Date:**