**Personnel Committee Meeting Minutes of June 5th, 2013**

1. CALL TO ORDER: VP **Alzamil** calls the meeting to order at
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**

**Motion: (Hebert) to approve the Agenda.**

**Motion Carries.**

1. ACTION ITEM**- Approval of the May 29, 2013 Minutes**

VP **Alzamil** approves the minutes of **May 29, 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. ACTION ITEM– **Executive Director’s Job Description Update**

VP **Alzamil** displays the updated Executive Director’s job description.

VP **Pinlac** highlights the following updates:

* Took out the childhood development center
* Changed the Finance percentages from 25% to 15%
* Changed the Personnel function from 10% to 15%
* Board function was changed to 40%
* Wording was changed, not the actual function of other things

**Motion: (Erlandson) to approve Randy Saffold’s/Executive Director’s updated job description.**

**Motion Carries.**

**05:33**

1. ACTION ITEM **–(Closed Session): Executive Director’s Evaluation**

**Motion: (Pinlac) to invite Danielle Ortuno, HR Manager into their closed session.**

**Motion Carries.**

**Closed Session**

VP **Alzamil** returns from the closed session to highlight the following:

* Returning from the closed session where they worked on the Executive Director’s evaluation.
* The evaluation isn’t finished yet so in the next meeting they will continue to work on it.

**0:15**

1. ROUNDTABLE REMARKS

No Roundtable Remarks.

1. ADJOURNMENT

Meeting adjourned at **12:02pm.**

Minutes Reviewed by:

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

**Name: Zamil Alzamil**

Minutes Approved on:

**6/13/13**

**Date:**