**Special Personnel Committee Meeting August 8th, 2012**

1. Call to Order: EVP **Alzamil** calls meeting to order at **2:35pm**
2. Roll Call

Members Present Absent Members Guest

Jerry Chang Stephanie Flowers Randy Saffold

Zamil A. Alzamil

Erik Pinlac

John H. Erlandson

Stan Hebert

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

**Motion: (Chang) to approve the agenda.**

**Motion Carries.**

1. **ACTION ITEM- Approval of the April 11th, 2012 Minutes.**

**Motion to approve the minutes of April 11th, 2012.**

1. **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.

**No Public Comment.**

1. **INFORMATION ITEM–** Hiring plan for RAW Director

The committee will discuss the hiring plans for a director position.

EVP **Alzamil** yields the floor to ED **Saffold** who highlights the following.

* ED **Saffold** goes through the current structure of ASI at CSUEB
* The Adventures Coordinator Position was approved by the board but is still vacant
* Due to budgetary constraints rental equipment could not be purchased
* These positions are currently going through the hiring process

-Fitness Coordinator

-Intramural Sports Coordinator

* Option 1: Looking at the idea of bringing on a consultant firm for this specific hiring process (Rec Solutions)
* ED **Saffold** goes through the recommendations of the firm, the breakdown, and pricing.
* ASI will paying around $14,000.00 for the search of a RAW Director if the firm is used
* Typical search if we were to run it on our own will be around $10,000 depending on how many candidates are coming in.
* Option 2: Executive Support and Gap Management Search
* ED **Saffold** goes over the Gap Management Search
* This model will cost approximately $20-$24,000
* An Interim should be considered to run the RAW while the search is completed
* ED **Saffold** goes over possible candidates.
* Has to be someone to interact with students and respect students.
* ED **Saffold** opens the floor for feedback from the committee.
* The committee discusses the different costs for the all the options
* ED **Saffold** mentions Interims can also be eligible for the position as well
* ED **Saffold** believes the best option is to go with the Interim idea. Having the ability of that magnitude with no interim will provide an excessive amount of tasks on the professional staff along with him.

31:17

1. **DISCUSSION ITEM** – Update on Coordinator Search

The committee will discuss the update on the search for the two coordinator positions in the RAW.

EVP **Alzamil** yields the floor to ED **Saffold** who highlights the following

* 40 applicants in total
* 30+ of the applications was for the sports activity coordinator
* Of those we were able to narrow it down to 10
* Narrowed it down to five for the fitness position
* Intentions is to bring the top three candidates of both of the positions to campus
* Goal is to conduct the Intramural interviews on the 14th, 15th, and 16th of August so that Krista Smith and myself can meet with the candidates
* Timeline
* 9:00am -9:45am will be the tour
* 9:45am-10:30am will be meeting with the committee
* 11:45am-12:30pm for the sixteenth committee meeting
* Will need a board member that will be available all three days for the meeting
* Goal is to conduct Fitness Interviews on the 27th, 20th, and 29th
  + More local candidates for the Intramural positions so those interviews will be conducted first as mentioned above
  + There will be a presentation on student empowerment, growth, and development

35:24

1. **ROUND TABLE REMARKS**

**Hebert:** gives a reminder that A2E2 Academic Excellence and Access Fee Committee is looking for appointment. The provost is looking to have ten nominees recommended from ASI and they will select five; looking for balances among the different colleges. The nominees could be board members but they don’t have to be. They must be students that can meet the meeting schedule and those that can stand their ground in discussions against faculty members. Recommended that they have prior committee experience. They must be students that can meet the meeting schedule and those that can stand their ground in discussions against faculty members.

**Saffold:** states that committee codes become important but not vitally important for this process**.** If the committee codes can be nailed down by next week that will be great. The descriptions of the committees on the applications should match what the committee actually does. The applications can then be distributed to students. It is important that committees like Finance and A2E2 needs to be started as soon as possible. Also, there are some board members that have been determined to be ineligible and I would have to speak with them so that they can figure out within in two weeks what the following steps are. Telecommuting came up when we spoke with Danielle; traffic is heavier this summer than it was last spring, looking at doing some scheduling restructuring for the administration but this will be discussed at a later date.

1. **Adjournment**

**Motion to adjourn meeting at 3:31**

**Motion Carries.**

Minutes Reviewed and Approved by:

**Personnel Committee Chair\_\_\_\_\_\_\_\_\_\_**

**Name: Zamil Alzamil**

**08-29-12\_\_\_\_\_**

**Date:**