**Personnel Committee Special Meeting Minutes of September 19, 2013**

1. CALL TO ORDER: EVP **Pinlac** calls meeting to order at **11:15AM**.
2. ROLL CALL

Members Present Absent Members Guests

Erik Pinlac Thamer Fahad Alhathal Randy Saffold

Michelle Xiong Stan Hebert

Marie Alexandra R. Ibarra

Katrina-Mari Mayol

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

**Amendment I: (Xiong) to change the Information Item – Change of title, Existing ASI position to an Action Item and to move this Item to be Item VI.**

**Motion Carries as Amended.**

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

**Motion Carries.**

1. ACTION ITEM**- Approval of the September 12, 2013 Minutes**

**EVP Pinlac approves the September 12, 2013 Minutes**

**Motion Carries.**

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 - **Change of title, Existing ASI position**

EVP **Pinlac** yields the floor to ED **Saffold** and he highlights the following:

* He would like permission to change back the Director of Administrative Systems title to Associate Director. The former Associate Director was in charge of all programming within the university unions and operations. The function of the new Associate Director will be focused more on programming and marketing rather than specific to the departments.
* Isn’t removing the Director of Recreation, Programming, Marketing, and Events

**Motion: (Xiong) to change the title back to the Associate Director of programming and marketing.**

**Motion Carries.**

ED **Saffold** states that his goal is to have the job posted by October 1st, schedule interviews in November, and hopefully they will have the position filled by the first part of January.

**06:29**

1. ACTION ITEM **– (Closed Session) ASI committee appointments**

11:21 AM – Enters into closed session

11:29 AM – Returns from closed session

EVP **Pinlac** returns from the closed session to announce the following:

* The committee has appointed 4 students to serve on ASI internal committees.

**07:01**

1. DISCUSSION ITEM – **BOD Information Documents**

EVP **Pinlac** addresses the following:

* Shows committee the information documents:
	+ Letter of Understanding document is for the Board members to sign off stating that they understand their role and they are agreeing to be an upstanding Board member and uphold the Bylaws, Articles of Incorporation, Code of Conduct, and serve the fellow board members.
		- This document is another way to keep the Board accountable because in years past it has been difficult to discipline Board members due to lack of documents to follow other than the Bylaws
		- This was given from another CSU and EVP **Pinlac** feels that it would be great to adopt it here
	+ Office Agreement document to make sure that the Board doesn’t abuse any of the resources in the office.
		- ED **Saffold** states that the biggest thing in this document is that they’re agreeing to use the equipment properly and not for too much personal use. They can add a special section for committee members so committee members can know what rules they need to follow as well.
	+ Getting to Know You Document
		- ED **Saffold** states that this document is intended to help ASI staff serve the Board better, by knowing their birthdays, meal options, etc.
		- EVP **Pinlac** states that this is something they can use for games as well
		- Committee discusses this document being used for committee members and questions how to figure out their personality color
	+ ED **Saffold** discusses whether or not committee members would need to come into business office to complete projects/assignments and how the committee members can be incorporated into the Office Agreement document
		- ED **Saffold** suggests having committee members book a time with Sneh to come in to be able to use the computers
	+ VP **Ibarra** suggests specifying the ASI department at the top of the “Getting to Know You” form
	+ VP **Ibarra** mentions ‘Rule 3’ on the Letter of Understanding being confusing
	+ The committee marks revisions that need to be made to the documents

**19:44**

1. ROUNDTABLE REMARKS

No Roundtable Remarks.

1. ADJOURNMENT

Meeting adjourned at **11:42 AM.**

Minutes Reviewed by:

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

**Name: Erik Pinlac**

Minutes Approved on:

**10/16/13**

**Date:**