**Personnel Committee Special Meeting Minutes for November 2nd, 2012**

1. **CALL TO ORDER:** EVP **Alzamil** calls the Personnel Committee Special Meeting to order at **10:41pm.**
2. **ROLL CALL**

Members Present Absent Members Guests

Zamil Alzamil Randy Saffold

Jerry Chang Seetha Ream-Rao

Erik Pinlac

John Erlandson

Stephanie Flowers

Stan Herbert

Stan Hebert

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

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

**Motion Carries.**

1. **ACTION ITEM- Approval of the October 24th, 2012 Minutes**

**Motion: (Chang) to table the approval of the October 24, 2012
Minutes.**

**Motions Carries.**

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. **ACTION ITEM– (Closed Session)** **Committee Seat Approvals – Zamil Alzamil**

**Motion: (Flowers) to close session with an invitation to Executive Director Randy Saffold and any ASI board member.**

**Motion carries.**

Chair **Alzamil** reports five people have been approved for ASI Committee, three for Finance, one for Legislative, and one for External. The list will be attached and reported to the Board of Director.

5:34

1. **DISCUSSION ITEM**– **Organization Structure**

ED **Saffold** highlights the following in regards to the Organization Structure.

- Rebecca Harper has been installed as the Interim Director of RAW.

- The fitness position is currently in the hiring process.

- Corey Gazay has been secured as the ASI Sports and Activities Coordinator.

- Mark Kager role was initially going to be changed, but due to finances he was not able to take upon the second part of his duties.

- Margaret Daniel is no longer responsible for payroll and HR. She is now the liaison for payroll and HR with the Foundation, and moving to business operation and project management.

ED **Saffold** proposes that we bring back the Associate Director position, with a focus on government events, activities and marketing. This will allow more focus time for the ASI Board, as well for me to be a guide, teacher, and mentor for the board. Jonathan Stoll and Garvin Tso would directly report to the Associate Director, and Sneh Sharma would report to the Associate Director and assist the board.

- Search for the Director of Recreation and Wellness. Rebecca Harper is welcomed to apply for this position.

- It has been proposed to change the role for Outdoor Adventures. Both the Associate Director and Outdoor Adventures Positions exist as approved roles on the ASI books, but we were unable to be funded this year. With the potential influx of additional money from online and Concord payments ED **Saffold** hopes to rebalance the budget to bring back these positions with name changes. There can be something done with outdoor activities by the Operation Coordinator, but there will be a lost in the current AC in charge of membership, and AC on charge of operations.

**-** ED **Saffold** mentions that priority is to hire the Fitness Director, and to bring back the Associate Director.

**-** Board of Directors agrees that there will be further discussion on this item at the following the meeting.

17:23

1. **INFORMATION ITEM – Closure of the University Union**

ED **Saffold** highlights the following:

* On June 18th till September 8th the Old University Union will be shut down.
* All ASI services and Aramark have to be relocated.
* Propose to move the administration into the New Union. The Oakland/Concord room to be filled with the Board Executive Assistant and the rest of the Board positions.
* The student staff position would relocate front desk function to the first floor front desk in the New Union.
* Fewer custodians will be needed during that time.
* Also looking at the Diversity Center for desk functions such as selling health insurance, probably relocate everything to the Diversity Center as it gets slow during the summer.
* Re-wiring for all phone transfers as well as date network will be done to the Old Union during this time frame.

20:11

1. **ROUNDTABLE REMARKS**

**Chang:** asks for recommendationsfor University-Wide Committees that board members and/or their committee members would like to be in. There is not a structure mechanism for members in University-Wide Committees to be reported to ASI. He will ask in the next CSSA how other schools do the reporting. He mentions for executive members to reach out to their committee members and ask what University-Committee they would like to be in.

**Herbert:** mentions the University-Wide Committees, especially the Honorary Degree Committee need to be filled immediately as they need to start the other committees so that they can receive student input, including Dean of CBE, the University Librarian, and Vice President for University Advancement. For A2E2 Committee qualified applicants need to have a minimum of 2.0 GPA, enrolled in 9 units and been enrolled for a few quarters.

**Saffold:** mentions to Chang to get the list of applicants out as soon as possible, to approve and start sitting members on the committee.

**Alzamil:** mentions the board is waiting on judicial affairs to approve applicants.

**Chang:** asks if the requirements for committees are 2 quarters for both University and ASI Committee.

**Herbert:** mentions there are minor and major committees. Minor committees include the Academic Senate, and other committees that do not involve money.

**Saffold**: states that major committees are ASI officers, minors are ASI committees. Judicial Affairs is reviewing applicants with the correct criteria.

1. **ADJOURNMENT**

**Meeting adjourns at 11:19am.**

Minutes Reviewed by:

**ASI Executive VP/Chief of Staff**

**Name: Zamil Alzamil**

Minutes Approved on:

**11-16-12**

**Date:**