**Personnel Meeting Minutes for December 2nd, 2011**

1. Call to Order: Chair **Caldwell** calls the Personnel Meeting to order at **2:08pm**

## \* indicates member present at start of meeting roll call

1. Roll Call

Members Present Absent Members Guests

\*Chris Caldwell Randy Saffold

\*Christopher Prado Frank Quintana

\*Siddharth Menon

\*Mark Laluan

\*Lyla Pehrson

\*Stan Hebert

1. **Action Item-**Approval of Agenda

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

**Amendment I: (Laluan) to change the room location to the Broad Room-New University Union.**

**Amendment II: (Prado) to add the Information Item- to change per meeting requirement to stipends for committees to a flat rate stipend for International Students.**

**Amendment III: (Laluan) to add the Action Item-approval of the candidate’s finalist list of ASI Board of Directors Vacancies.**

**Amendment I, II, and III Carries**

**Motion Carries as Amended.**

1. **Action Item** -Approval of November 28th, 2011 Minutes.

**Motion: (Laluan) to approve the November 28th, 2011 Minutes.**

**Motion 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.*

Frank Quintana is looking forward to watching the Presentations

EVP **Caldwell** states that the interviews are typically closed sessions and what has generally been done in the past is they were open. But for a job interview there is usually not people standing in your job interview so I just was trying to keep it very intimate and personal during the interview process. Also as a committee we can invite Director of Legislative Affairs Frank Quintana and Executive Director Randy Saffold.

ED **Saffold** mentions that as the board you are able to invite members into the presentation along with Frank Quintana being a board member and myself as Executive Director.

EVP **Caldwell** states to the Personnel committee that as a committee we can invite Director of Legislative Affairs Frank Quintana and Executive Director Randy Saffold.

1. **Information Item**- payment to the committee members that may need to be switched to stipends.

The committee will take action to make formal recommendations to the ASI Board of Directors regarding the vacancies of the University Union and Environmental Affairs.

ED **Saffold** mentions that there was previously a debate on rather board members is staff in which a conclusion was to come to that they are not. Also committee members are not staff. But when dealing with international students they require a Letter of Hire in order to receive payment. So we are having this investigator to see how we would pay them. If there is a requirement put on or a duty they have to perform in order to get paid this may drop them into a category of staff. They get paid $25.00 per meeting that they attend that puts us in a weird place. We may have to go back to that model on how much the committee thinks they should receive which is an estimate and make it a stipend of the total sum that’s paid out in regular payments. It’s not depended on if they make the meeting or not. It’s just a regular payment for them being a committee member. I am in the process of investigating but would like to let the committee know that we may need to call an emergency action because we now have people who are international who have attended meetings or are planning on attending meetings. We may have to remove the requirement of attending the meeting in order to receive payment for actual committee members. It may just have to be a general stipend for the committee members; would like this item to be an action item at the first Personnel Committee Meeting for the Winter quarter.

1. **Action Item**- ASI Board of Directors Vacancies (Opened and Closed Session)

EVP **Caldwell** states that one of the candidates was determined to be ineligible for the Board Position his name was Jerry T. he was running for the Director of the University Union position. There were three applications for that position so automatically the next person eligible will be Parris Moore. She will be the next person in line to be added to this list and strike Jerry T from the list.

**Motion: (Prado) to add Paris to the Finalist List.**

**Amendment 1: (Prado) to amend and add Parris Moore to the finalist list and strike Jerry T. off the list due to his ineligibility of this position.**

**1 Abstention from Stan Hebert.**

**Motion Carries.**

**Hebert** states that Jerry contacted me about his eligibility for the Board of Directors position and I specified to him it has to do with his residency and the amount of quarters he has to be at Cal State East Bay in order to be eligible for the position. He will be eligible for Winter Quarter.

VP **Pehrson** states that since the position will not be filled until the Winter quarter how come he still cannot be interviewed. Even though he is not eligible right now he would not necessarily start work until the Winter Quarter

ED **Saffold** states that at the point of the application the candidate has to satisfy the eligibility requirements.

EVP **Caldwell** states that this was the reason why he did not send any rejection letters so soon due to something like this taking place and it unfortunately it did happen. Soon as I found out Jerry was ineligible I contacted Parris and informed her to be prepared for the presentation.

**Motion: (Menon) to approve the Finalist.**

**1 Abstention by Stan Hebert.**

**Motion Carries**

1. **Action Item-** ASI Board of Directors Vacancies (Opened and Closed Session)

The committee will take action to make formal recommendations to the ASI Board of Directors regarding the vacancies of the University Union and Environmental Affairs.

EVP **Caldwell** states that at this time I would like to move into closed session and if the committee would like to invite ED Randy Saffold and Frank Quintana.

**Motion: (Prado) to move the meeting into closed session for the ASI Board of Directors Vacancies.**

**Motion Carries.**

**EVP Caldwell** states that the committee is out of closed session. The Committee had a good conversation on all the finalists. All the finalists were well prepared and also they presented great presentations. They brought great presentations on how they would act in the role that they would be involved in.

Final Choices for the Board of Directors:

Courtney Symonds - Director of University Union

Corrie L. Christine - Director of Environmental Affairs

**EVP Caldwell** states these are the candidates that will be recommended to the Board of Directors at the next board meeting. The dilemma is that the names will be forwarded to the board but I really don’t know how to go about sending out rejection letters. Anything can happen to the people that have been chosen since we are waiting all the way until January to meet with the Board of Directors.

President **Prado** lets EVP **Caldwell** know to email all the candidates indicating if they were chosen to be recommended to the board or not and to let them know the final picks will be made in January at the Board of Directors Meeting.

EVP **Caldwell** states that he will personally be contacting the finalists that were chosen by the committee to be recommended to the BOD. Indicating to them that they will be strongly recommended to the board for the positions in which they have applied for and will be notified in January. Also I will be speaking with Stan **Hebert** and ED Randy **Saffold** on how to go about sending the rejection letters out. He also wants to thank all the committee members for being patient in this process. If there was anything that he could have done differently if you can let him know.

1. **Roundtable Remarks**

**Hebert:** states that the RAW is gold standard. It was built to the standard of sustainability that is the reason its receiving all the rewards.

**Pehrson**: wishes everyone good luck on finals and informs that this has been a really great process, have really liked how everyone has different levels of communicating.

**Menon**: states that this is a very a good meeting overall, congrats to all committee members. Look forward to passing the recommendations to the board.

**Laluan**: states that this was the most open and transparent and cleaned up process that he has participated in. Let’s EVP Caldwell know that he has done an excellent job. Merry Christmas enjoy the holidays.

**Prado**: states it was a smooth solid process for the candidates.

**Caldwell**: wishes everyone the best of luck on finals, also looks forward to seeing the action item for the Board of Directors positions at the next Board meeting. Once the board votes on the recommendation and its approved they will be taking their “Oath of Office” right there at the board meeting.

1. **Adjournment**

**Motion: (Caldwell) to adjourn meeting at 4:29pm**

**Motion Carries.**

**Minutes Reviewed and Approved By/On:**

**Personnel Committee Chair**

**Name: Chris Caldwell**

**03-08-12\_\_\_\_\_**

**Date**