

**Personnel Committee Meeting Minutes of February 16, 2015**

1. CALL TO ORDER: Executive **VP Ibarra** calls meeting to order at **1:26PM**
2. ROLL CALL

Members Present Absent Members Guests

Marie Alexandra R. Ibarra Thamer Alhathal

Hendrix Erhahon

Jordan S. Leopold

David Lopez

Martin Castillo

Erik Pinlac

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

**Amendment I: (Erhahon) to table Discussion Item-Board Evaluation.**

**Motion Carries.**

1. ACTION ITEM - Approval of the **February 6, 2015 Minutes**

**Motion (Lopez) to approve the February 6, 2015.**

**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 - **ASI Committee Candidate Recommendations**

**Motion: (Leopold) to enter Close Session.**

**Motion carries.**

**Enters Closed Session at 1:29PM.**

**Returns from Closed Session at 1:31PM.**

* During Closed Session the committee has agreed to the approval Jennifer Huang on the Programming Council Committee.
1. DISCUSSION ITEM – **ASI Committee Candidate Recommendations**

**Motion: (Erhahon) to enter Close Session.**

**Motion carries.**

**Enters Closed Session at 1:31PM.**

**Returns from Closed Session at 1:33PM.**

* During Closed Session the committee has discussed two candidates to be
* recommended for the Legislative Affairs committee which will be voted on the next Personnel Committee meeting.

**VIII.**DISCUSSION ITEM – **ASI Employee Handbook Policy Modification**

 **VP Ibarra** yields the floor to **Interim Executive Director Pinlac** to discuss the following:

* As of July 1st full time employees are to clock in then clock out for lunch, then again clock in after lunch and clock out a final time. The university does not do that so **Interim Executive Director Pinlac** would like the employees to be treated the same as university employees. In the ASI Employee Handbook it states “Non-Exempt employees are required to record the time when they start work, when they work, and the time in and out for lunch.” The modification that **Interim Executive Director Pinlac** would like to make this policy stand for student employees that are part-time non-exempt employees to track their time. For full time employees he would like to change it to where they can just enter their hours like a full time staff.
* Moving forward **Interim Executive Director Pinlac** will be reviewing the whole ASI Employee Handbook as there are obvious changes that need to be made.
* As for the change for time clock, there has been a memorandum sent to the HR department so that they have it on file that this change has been requested.

**6:18**

**Motion: (Leopold) to go re-visit and go into close section for Action-Item - ASI Committee Candidate Recommendations.**

**Motion Carries.**

**Enters Closed Session at 1:38PM.**

**Returns from Closed Session at 1:40PM.**

* During Closed Session the committee has agreed to the approve Reanne Pacheco, Bill Nguyan and Mercedes Ruiz for the Sustainability Affairs Committee.

**8:35**

**X.** ROUNDTABLE REMARKS

 **Erhahon:** Congrats **Ibarra.**

 **Castillo:** Is anyone working on the elections committee?

 **Erhahon:** I’m working on the elections packets. I’m trying to create a work session with

 my committee this week to review the elections packet. After that I will be creating the elec

tions committee where we will be having a working session where we will revalorize the

 packets. There is a member of my committee that is interested in serving part of the elec

 tions committee.

 **Ibarra:** There are members that would like to be in the elections committee as well so there

 will be an interview process.

 **Castillo:** So those interviewed will go through this committee to be approved?

 **Ibarra:** Yes.

 **Erhahon**: The newsletter is done and I sent it to Student Life and the Pioneer Newspaper for

mass publication. I heard from Marguerite Hinrichs that she will be incorporating it to Life @ the Bay.

**10:28**

**XI.** ADJOURNMENT

Meeting adjourned at **1:42PM.**

**Minutes Reviewed by:**

**Executive Vice President**

**Name: Marie Alexandra R. Ibarra**

**Minutes Approved on:**

3-9-15

**Date:**