**Personnel Committee Special Meeting Minutes of February 26, 2014**

1. CALL TO ORDER: Chair **Pinlac** calls meeting to order at **10:06 AM.**
2. ROLL CALL

Members Present Absent Members Guests

Erik Pinlac Stan Hebert Randy Saffold

Michelle C. Xiong Chandra Kohler

Thamer Fahad Alhathal Gaozong Yang

Marie Alexandra R. Ibarra

Katrina-Mari Mayol

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

**Amendment I: (Mayol) to move Discussion Item - Board Member Spring 2014 meeting conflicts, to Item XI before ASI Committee Appointments.**

**Amendment II: (Xiong) to add Information Item- Staff Status and Interim Positions after Information Item- Executive Vice President Transition.**

**Amendment III: (Xiong) to add a (Closed session) Discussion Item- Board Status after the Action Item- (Closed Session) ASI Committee Appointments.**

**Amendment IV: (Ibarra) motions to remove ASI Committee Appointments.**

**Motion: (Xiong) to approve Agenda with amendments.**

ED **Saffold** suggests adding back in the Action Item- (Closed Session) ASI Committee Appointments as a Discussion Item.

**Amendment V: (Xiong) to make a friendly amendment to amendment IV and add back in (Closed Session) ASI Committee Appointments but as a Discussion Item.**

**Motion carries as amended.**

1. ACTION ITEM**- Approval of the February 5, 2014 Minutes**

 **Approval of the January 22, 2014 Minutes**

**EVP Pinlac approves the minutes of February 5, 2014 and January 22, 2014.**

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. DISCUSSION ITEM- **Board Member Spring 2014 conflicts**
* Director, College of Science **Gaozong** states she needs to be approved for a leave of absence for spring quarter because she has to take one of her major classes on Wednesdays during the same time as the Board of Directors meetings. She talked with Randy Saffold to come up with some resolutions and they came up with Gaozong receiving the documents beforehand and just having someone relay her questions or comments at the Board of Directors meetings. She will still be active at the External Committee meetings.
* Chair **Pinlac** questions if it will be a leave of absence or excused from the meetings?
* VP of Internal Affairs **Mayol** will look in the Bylaws to see what it says about a leave of absence.
* ED **Saffold** states that the policy says, “When you miss meetings they are not excused absences.” But he believes that the Board of Directors can potentially excuse the absence and the Personnel Committee can make a recommendation to the Board of Directors to allow Gaozong to miss the meetings and participate in a nonlinear fashion through review of the minutes and pre review of the materials and commenting, which he finds to be potentially acceptable.
* VP of Internal Affairs **Mayol** states that it is the Personnel Committee that has to approve leave of absences not the Board of Directors. This is stated in Article 11 Section 2. The committee has to wait until their next meeting to approve Gaozong’s excused absences.

**11:18**

1. DISCUSSION ITEM- **ASI Committee Appointments**

Chair **Pinlac** yields the floor to ED **Saffold:**

* Met with Ellen at the Concord campus and she informed him that she has been waiting since January to find out the status of her committee appointments. But her appointments were already approved she just had no idea. **Saffold** suggested that Personnel and Sneh make a bulletproof process for when things are approved so that it makes it back to the actual college director. Usually they are here so they would know but in Ellen’s absence someone is acting as an advocate for her and they need to make sure to relay the information back to her.
* President **Xiong** asks if they should make a formalized letter of approval and ED **Saffold** answers by saying it is a good idea and that it doesn’t have to be a paper letter but it can be an email template.
* The committee discusses ways to improve the process of relaying information to the committees.

 **15:03**

1. DISCUSSION ITEM- **(Closed Session) Board Accountability**

 **Closed Session, came back at 10:27 AM.**

* **Discussed issues regarding the Board of Directors.**
1. DISCUSSION ITEM- **(Closed Session) Board Status**

**Went into Closed Session.**

1. INFORMATION ITEM- **Executive Vice President Transition**

Chair **Pinlac** addresses the following:

* Talked to Michelle and Randy and decided that **Pinlac’s** last day will be March 7. That will be enough time to have the meetings to approve the next person to swear in, so that going into spring quarter there will a person in position to support Randy and the Board.
* ED **Saffold** questions if they made any plans for transition, will the position be backfilled by an Ex Comm member and then backfill that Ex Comm member?Chair **Pinlac** answers the question with a yes and explains that the VP of Internal is a very similar position to EVP so it would be a natural transition point. The transition would still need approval by the Board of Directors, so a recommendation will be made for Katrina to be Erik’s successor.

**17:21**

1. INFORMATION ITEM- **Staff Status and Interim Positions**

Chair **Pinlac** addresses the following:

* Asked if someone can motion for this Information Item to be a closed session. ED **Saffold** responds by saying the committee can begin discussing then they can motion to have a closed session for the second portion.
* ED **Saffold** states that Diana Z. and Victor Z. announced that they are leaving ASI and they both put in their two week notice. Diana, who has secured an internship, is helping prepare everything to have a smooth transition for the person who is taking her position. **Saffold** had a conversation with Stephanie about some possible internal candidates for graphic designing that can speed up the process of new people into those roles. Or ASI may have to reopen the position because there was an external search. Victor is graduating this quarter and he was already working semiprofessionally for an outside company, which he now has secured a permanent position with. For the marketing coordinating position in ASI, the posting went out on Monday, and they are collecting interview candidates. ASI is also forming the hiring panel and they are asking that one of the Board committee members from Personnel sit on that panel, possibly Katrina. Also another student representative from the department, Ashely, is being asked to sit on the panel and it will be chaired by John, Margaret, or Lil. Mark Cochran and Sneh may or may not be asked to sit on the panel. **Saffold** wants to have interviews by the third or fourth week of March and have that person start the first week of April.

**20:33**

* **Motion: (Mayol) to go into closed session.**

**Motion carries.**

**Closed Session from 10:32 AM- 10:37AM.**

1. ROUNDTABLE REMARKS

No Roundtable Remarks.

1. ADJOURNMENT

**Meeting adjourned at 10:37 AM.**

Minutes Reviewed By:

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

 **Name: Katrina Mayol**

Minutes Approved on:

 **April 2, 2014**

 **Date:**