**Personnel Committee Special Meeting of June 25, 2014**

1. CALL TO ORDER: Chair **Alhathal** calls meeting to order at **12:19 PM.**
2. ROLL CALL

Members Present Absent Members Guests

Thamer Alhathal Stan Hebert Randy Saffold

Katrina Mayol Stefanie Broughton

Marie Alexandra R. Ibarra

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

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

**Motion carries.**

1. ACTION ITEM**- Approval of the February 26, 2014 Minutes**

**Motion: (Mayol) to approve the February 26, 2014 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.**

No Public Comment.

1. ACTION ITEM **– Executive Director’s Evaluation (Closed Session per Gloria Romero Act, §89307 © 1)**

**Entered Closed Session at 12:22 PM.**

**Returned from Closed Session at 2:40 PM.**

**3:31**

1. ACTION ITEM **– Approval of the 2014-15 ASI Staff Org Chart**

Chair **Alhathal** yields the floor to ED Saffold to addresses the following:

* The proposed new arrangement for the organization structure for next year.
* ED **Saffold** states that he will be taking over all of the marketing responsibilities instead of spending money to bring in a marketing coordinator. He hopes to do that in a way where he will still have plenty of time to deal with the Board.
* ED **Saffold** states that he will be raising one of the lead students up as a student coordinator role, which would be Lindsay. She has good experience with graphic design and she also has social media experience. ED **Saffold** further states that he is looking forward to her helping ASI make a plan to synchronize a Facebook, Twitter, and Instagram accounts, and centralized messaging with constant contact. She is very capable of doing that, and is currently working with Adrian on content for the ASI website to grammar check the content.
* ED **Saffold** states that he will be in charge of the student lead, the web coordinators, as well as web development, social media, marketing, promotion, and data survey reporting. Data survey and reporting is new from the breakout. Data survey and reporting has been added because ASI is currently undergoing WASC accreditation again for CSU East Bay. From the chancellor’s office down they are asking the campuses to be more accountable for programs to make sure that we are meeting learning outcomes as defined by the campus’s vision, mission, and values, the shared values of the campus, as well as the learning outcomes and the initiatives that the campus has put forward. ASI will be challenged this year as they look at developing programs; making sure that in the programs they can prove that ASI is doing what they say they do. ASI’s learning outcomes do not have to be exactly the same as the campus’s because they are not the same as the campus; ASI is 501©3 on the campus. ASI only exists to serve the campus, so alignment is what they will be looking for, that’s why the focus on advocacy and edutainment will really make a difference. They need to be able to set objectives from a co-curriculum objective for the Board and the activities that ASI does.
* VP of External Affairs **Ibarra** questions if this has ever been measured in the past.
* ED **Saffold** states that there are campuses that successfully do this. There are very few of them because it is very difficult to monitor co-curricular outcomes for certain types of services. Advising; pretty easy to do advising, when someone is the person that helps people have fun, that’s kind of a harder thing to put into a niche. ASI is justifying that they are spending student money in good ways to help them stay in for retention. ASI’s sole purpose is to enhance campus life by helping to create a vibrant campus community. 90 % of things that ASI does on the programming side, not the advocacy side, is based on helping students want to feel like they are a part of East Bay, and give them enough things to do so that they stay engaged, so that their overall experience is good so that they tend to stay in long enough until they graduate. On the advocacy side ASI helps the university create systems that are responsive to student needs so that they are able to successfully matriculate out of this campus.
* Chair **Alhathal** clarifies that Lindsay is going to be the higher student. ED **Saffold** states that she will be the coordinator.Chair **Alhathal** states that he talked with her and she told him that she only works two days.
* ED **Saffold** states right now she works only two days and she can possibly work more than two days if they allow some of her duties to be remotely done. She has a hellacious commute and she is only on campus two days a week. Her primary role as lead graphic designer is taking in all the jobs and assigning them to other graphic designers. The delegation function that she does doesn’t necessarily have to be done on site on campus. There is one day a week for four hours they she may be allowed to work remotely to do that because her work would be done largely digitally, ED **Saffold** would have records of the things that she has accomplished and they would create a way for her to log in and out potentially if that’s in agreement with the Personnel Committee.
* ED **Saffold** states that Program Coordinator would be all of the roles have student assistants that report to them. The Program Coordinator would be in charge of ASI Special Events, they would be advising the Program Council; helping them get through the event planning process. ED **Saffold** further states how he needs support from the President and the VP of Finance; if there is not an activity planned, done in advance, complete with the full checklist of all documentation that has to go in, he doesn’t want the President or the VP of Finance signing off on them. ED **Saffold** further states that he will refuse to sign off on stuff that is not complete with all the checklist and paperwork done. If they can agree to that then they can have a great year because then we won’t have programs that don’t have event plans that are done to the point where they are half doing it quickly. This will go into effect for all events, no matter how big are small.
* ED **Saffold** states that ASI should look for more opportunities to collaborate with other groups on campus and possibly doing academic collaborations.
* ED **Saffold** states that for the Administrative Assistant for the Board that role will not change at all. There will be more direct support of the Board with less support from the current Executive Assistant, Lil; she will be changing roles to Office Manager. ED **Saffold** further states that he is still debating whether he will have Sneh report through Lil or report through himself.
* ED **Saffold** states that the Budget Analyst position still reports to him, there is no change in that position as well.
* Chair **Alhathal** questions that he thinks that the Administrative Assistant has a lot of things to do.
* ED **Saffold** states that the list that the committee sees is not necessarily an all-inclusive list. They haven’t seen the job descriptions but they are based on the core. When he says state reporting on corporate changes, if it is compared to interfacing with campus officials and private tracking and reporting. Reporting doesn’t take long, state reporting on corporate changes there’s like five or seven steps that are reflected in them, that’s an ongoing year long process. The budget prep and analysis is not just a one thing, so it’s not an equal number, just by looking at number of activities doesn’t necessarily match with time assigned to doing each of them. Doris’s work is basically her filling the role of two people, with him handing over 2/3 of Fe’s work over to the campus and Doris as a split.
* ED **Saffold** states that the Office Manager will be responsible for the daily office operations, including ordering all supplies. That would also include interfacing with Sneh on Board related supplies that are needed, front counter operations, supervision of office staff, supplies coordination, ED meeting coordination. Lil will still actually be playing the role of the Executive Assistant and managing the office. That’s why the duties related to Sneh have to be pulled from under Lil to make her job a doable position. ED **Saffold** further states that this is his proposal, none of this changes come with raises per say. But he does want the Personnel Committee to approve going ahead with the Cola, he knows they approved the cost of living increase in the budget. But the last time they did that he ran into a problem with HR saying that even though it was approved in the budget, raises to the staff individually was not actually approved. ED **Saffold** proposes to the Personnel Committee that as they approve the ASI Staff Org Chart, that they are also approving him to move forward with processing the cost of living increase as approved and budgeted in the actual budget documents.
* VP of External Affairs **Ibarra** questions if that is reflective of the chart that ED **Saffold** gave them. ED **Saffold** states that it is reflective of the budget and that the committee has seen the actual dollar amounts in all of the budgets.
* ED **Saffold** states that they will be approving the org chart which will give him permission to work with HR to draft the job descriptions based on what is seen and they will be approving the cost of living increase for the upcoming year for the 5 FTE’s remaining in the budget.

**Motion: (Ibarra) to approve the 2014-2015 Staff Organization Chart as well as the Cola.**

**Motion carries.**

 **14:16**

1. ROUND TABLE REMARKS

**Saffold**: Thanks the Board for taking the time, he knows they had to compress schedules to get it in. But it is always good to be evaluated and know where improvement is needed and he appreciated the input. He further thanks the committee for probably the best Board year he has

 ever had and looks forward to working with them next year.

1. ADJOURNMENT

Meeting adjourned at **2:54 PM.**

Minutes Reviewed by:

**Executive Vice President**

**Name: Marie Alexandra R. Ibarra**

Minutes Approved on:

 **7-14-14**

 **Date:**