

**Personnel Committee Special Meeting Minutes of July 9, 2015**

1. CALL TO ORDER: Chair **Acosta** calls meeting to order at 5:31 PM
2. ROLL CALL

Present Members Absent Members Guests

Stacey Acosta

David Lopez

Kevin Rojas

Janeesha Jones

Luis Cardenas

Martin Castillo

Erik Pinlac

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

**Motion: (Lopez) to approve agenda.**

**Motion carries.**

1. ACTION ITEM – Approval of theof the **June 5th, 2015 Minutes**

**Motion: (Lopez) to approve the June 5th 2015 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. NEW BUSINESS ITEMS:

ACTION ITEM –**Cost of Living Adjustment (COLA)**

Executive Director **Pinlac** addresses the following:

* Executive Director **Pinlac** said they are seeking cost of living adjustment for staff of ASI. They included it already in the budget. It was actually budgeted higher, they over budgeted but it’s okay. He was seeking a vote from the board.

**Motion: (Lopez) to approve the new ASI Cost of Living Adjustment (COLA) 2015**

**Motion carries.**

**4:11**

INFORMATION ITEM –**Marketing Coordinator**

Chair **Acosta** yields the floor to Executive Director **Pinlac** to address the following:

* Executive Director **Pinlac** said that one of the big things ASI is missing is the marketing piece. They had a marketing team last year, but the coordinator was a student and they couldn’t really do much more than the events which was no fault to her because she was also a student. This year they are looking to hire someone to fill that function as somewhat of a PR function because previously the board had a PR Director a couple years ago, but the board decided to take them off because it didn’t work well with how the board was run. They thought it would be best as a staff position.
* Executive Director **Pinlac** said he resubmitted all the paperwork to HR so that they can get the process started, it was a little bit delayed but he is working to get them in as soon as possible. They do have a couple of graphic designers already on staff which are students so they won’t be suffering, but this was an information item for the board to know about. He said he would take any questions the members had concerning this.
* VP of Finance **Jones** asked ifthey had any idea of what possible candidates would be like and who.
* Executive Director **Pinlac** said he has about three people who have approached him already and he had not even posted the job yet. They approached him because they heard about it and these three people were former ASI graphic designers under Garvin who is now the photographer for the University. Garvin did great things for ASI, and a lot of the things done from ASI were from him such as the wall stuff. These people were all trained by him, some more than others, but those were three people he knew for sure would apply. He said it will be opened up on the internet and Craig’s list as well so they would get a lot of creative people. He wanted to make sure first and foremost that they can do the job and that they can create these wonderful things. He also wanted the new staff member to teach the student staff because he wanted them to be here not just as a job but to learn and teach something and also to fit in with the rest of the staff. There’s nothing worse than working with a terrible person. He might ask someone from EXCOM to be a representative on that committee which will be working on the applications and conducting the interviews. He asked if anyone was interested.
* President **Lopez** askedExecutive VP **Acosta** to add this on her to do list for the summer and be on this committee.
* Executive Director **Pinlac** said it sounded good.
* VP of Finance **Jones** asked another question wondering if they are asking for mock ups or any types of submissions for art work.
* Executive Director **Pinlac** said yes he would prefer a portfolio over a presentation. That is what he recommends to the committee, but that will be for the committee to decide. He thought a slide show of what they did or if they had some prints that they can set up in a room like a little art gallery would be ideal. He has not really thought that out yet, but the process would be to meet with the committee and meet with students which would be the board and some of the graphic designers and whatever the students want. Then finalized with a meeting with the Executive Director. He said it’s only three interviews. Executive Director **Pinlac** remembered when he applied for this current position that he had 6 interviews and he wanted to cut that in half. Three different perspectives, the committee, students and himself. He said they can always adjust that and it is up to the committee. He said President **Lopez** might want to meet with them one on one or whatever the committee decides. Executive Director **Pinlac** said he never had to meet with the ASI President one on one for his current job. He asked for any further questions.
* VP of External Affairs **Cardenas** asked for a clarification on the application process for the new market coordinator. He asked if any of the board will be involved in the hiring process or application process and what that process will look like.
* Executive Director **Pinlac** said he is sorry he missed it because he was talking low, but President **Lopez** just askedExecutive VP **Acosta** to serve on the committee. The committee will be comprised of Administrative Assistant to the Board of Directors **Sneh,** Associate VP **Mark,** and a representative from the University, andExecutive VP **Acosta.** There will be four people and there will be three interviews. One interview with the committee, one lunch with the student’s interview with a presentation in there and then a final interview with himself.
* VP of External Affairs **Cardenas** said he understood.
* Executive Director **Pinlac** apologized for the call in meeting that VP of External Affairs **Cardenas** is using didn’t catch sound well.
* VP of External Affairs **Cardenas** said he appreciates the further clarification.
* Executive Director **Pinlac** asked if anyone else had questions.
* Executive VP **Acosta** asked if there was any discussion. She saw there was none so she continued onto the next item on agenda.

**10:35**

1. ROUND TABLE REMARKS

**Pinlac:** He will be out the next three weeks, but he probably will still be working because they will be in the middle of an audit and he said he could be contacted through text. He said he might not respond right away and to use it sparingly, to contact him if it is an emergency. He said not to contact him if something was lost. He said he will make himself available and that the person assigned on his behalf is **Martin** Associate VPand if he can’t sign than the next person would be President **Lopez. Pinlac** Executive Director already told the staff this and he said the next person for VP of Finance **Jones** would be Executive VP **Acosta followed** by the rest of EXCOM.

1. Adjournment

**Meeting adjourned at 5:42 PM**

**Minutes reviewed by:**

**Executive VP/Chief of Staff**

**Name: Stacey Acosta**

**Minutes Approved On:**

**7/15/15**

**Date:**

