

**Personnel Committee Special Meeting Minutes of July 15, 2014**

1. CALL TO ORDER: President **Alhathal** calls the meeting to order at **2:20PM.**
2. ROLL CALL

Members Present Absent Members Guests

Thamer Alhathal Silvia Solorio Randy Saffold

Marie Alexandra R. Ibarra

Hendrix Erhahon

Jordan S. Leopold

Stan Hebert

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

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

**Motion carries.**

1. ACTION ITEM**- Approval of the July 14, 2014 Minutes**

**Motion: (Leopold) to approve the July 14, 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. INFORMATION ITEM **– Review of ASI Job Descriptions**

President **Alhathal** yields the floor to ED **Saffold** to address the following:

* There are very minor changes that happened to the physical job description.
* Executive Director
	+ Direct the Marketing department, including oversight of social media and web content development.
	+ Analyzes, reviews, and implements personal policies and procedures and adheres to all policies of the ASI Employee Handbook. Reviews policies annually, has new legislation and regulations and the needs that the organization requires. (These changes were a direct result from a discussion with Stefanie Broughton).
	+ Experience working with and training graphic designers, photographers, web and social media content developers, and videographers.
	+ There was nothing taken out of the job description. The way that the Board wrote it two years ago, actually still applies for the core structure of the business that ASI still does. So nothing was removed, additionally duties were just added to the job description.
* Budget Analyst
	+ One bullet point was shared with the Service Manager.
		- Work with ASI Services Manager to reconcile all tickets and passes for ASI services.
* Service Manager
	+ Lil Parker will become the Services Manager as opposed to the Executive Administrative Assistant. Two bullet points have been added to this job description.
		- Assist the Executive Director with meeting scheduling.
			* This will be the only duty that she keeps in relationship to her old role of Executive Administrative Assistant.
		- Manages locked storage, verifies daily sales, and reconciles all tickets and passes for ASI services with the Budget Analyst; issues cash boxes when required.
	+ President **Alhathal** questions how these job responsibilities works.
	+ ED **Saffold** states that the Business Manager is responsible for safe holding and storage of all tickets and assets. Sneh Sharma purchases all tickets and assets and Doris Lagasca reconciles all tickets and assets. They all work together to go over the numbers to make sure that the number of tickets left over matches or reconciles the number of tickets sold on a daily and monthly basis.
	+ ED **Saffold** states that Stefanie Broughton is working with Andre Johnson to decide that all of these transitions are done in a way where there will not be any compensation adjustment. In Lil Parker’s case Margaret Daniel made a little bit more and Lil is being asked to take on quite a few different things, so Stefanie is going to assess with Andre whether or not the recommendation to increase Lil’s salary is warranted or not with this adjustment.
* ED **Saffold** states that everyone is already operating in these roles as in July 1, 2014. The job descriptions are in the process of being completed to get them signed off by HR before the end of business tomorrow (7-16-14) so that they match the pay cycle.

 **8:22**

1. ACTION ITEM **– Appointment of Director of Legislative Affairs**

President **Alhathal** addresses the following:

* A new candidate turned in their application for the Director of Legislative Affairs position.
* ED **Saffold** reads aloud the candidate’s personal statement.
	+ My name is A Saelee, I am a transfer student from Sacramento, CA. I am majoring in Political Science with an emphasis on pre-law. I am interested in the legislative affair position. I have been involved with the legislative affair and attended Chess conference with ASI. The conference gave us training on how to lobby for 95 million dollar more for CSU systems. This experience gave me valuable experience that I can apply to being in the legislative affairs position. I will be interning this summer at a public officials office through the Asian Pacific Islander American
	+ Public Affair (APAPA). As a political science major I have been exposed to legisla

tion and policies. Being familiar with legislation and polices will allow me to better decipher them and make it more clear to the community.

* President **Alhathal** states that the committee discussed two other candidates yesterday (7-14-14) and if this candidate is brought to discussion, does that make the action item a discussion item.
* ED **Saffold** states that no, it does not. They had pre-business on the books yesterday and this is prior business. His concern is that the committee has started a process and they introduced a new process. This is not a job but classically when someone is interviewing for something and something comes in after another round, it at least merits a discussion as to whether or not, a second candidate should be allowed to come in, since it was an action to bring the other two candidates’ into vote. ED **Saffold** further states that since this person has applied later it at least merits a discussion with the Board to see if they want to allow a third candidate. It will not be harmful if another name is added into the process, one has to at least discuss the fact that there was no formal application process and time period. It changes the direction the committee was going but the committee makes the decision as a whole and ED **Saffold** wants to make sure that they are at least giving the discussion due diligence in deciding.
* VP of Internal Affairs **Erhahon** states that adding on to what ED **Saffold** said there was no formal application and he is willing to work on getting that done. This particular student actually expressed interest in this position right after the elections results were emailed out to all students and he submitted his statement long before the two other candidates in early June. He was the first person to take time and compose a statement as to why he wanted to be in the position of Legislative Affairs. VP of Internal Affairs **Erhahon** further states that he emailed a copy of the candidate’s personal statement to Thamer Alhathal, Katrina Mayol, and a few other people. Everyone had busy schedules which is why they didn’t go further talking about it. So when the other two candidate’s names were brought up in yesterday’s (7-14-15) meeting

VP of Internal Affairs **Erhahon** states that he was surprised as to why no one brought A Saelee up.

* President **Alhathal** states that’s because they didn’t get an application from A Saelee.
* VP of Internal Affairs **Erhahon** states that they didn’t have a formal application for the position.
* President **Alhathal** states that from the previous years if candidates turn in the Candidacy Form that’s acceptable.
* ED **Saffold** questions how were the members of the campus notified that the positions were open.
* President **Alhathal** states that they were notified right after the actions that the three positions were vacant. But they can’t have a deadline because it is a rolling submission. Now that Concord and CEAS are open there aren’t any students submitting so there can’t be a deadline.
* President **Alhathal**  states that they should discuss A Saelee in a closed session and if the
* committee thinks he is on the same level as the other candidates then they can bring him under action, if not they can just take the action on the other candidates.
* ED **Saffold** states that way equal treatment is given to all applicants that have come in.
* ED **Saffold** states how he is a bit leery about the committee going into closed session that was not stated in the agenda that there will be a closed session. Usually there is a warning to people in advance that there will be a closed session.
* President **Alhathal** states that when talking about candidacy they go into closed session.
* ED **Saffold** agrees but not when candidates are being appointed. The action item was to appoint, the assumption is that the discussion already happened. ED **Saffold** further states that the committee doesn’t have to be so legalistic; he just wants the committee to be aware of the possible ramifications. The lesser of two evils is to go into closed session, have a discussion, and bring it out as opposed to belaboring it and tabling it again just to bring it back. With no public people here for the comment, what good will it do. ED **Saffold** states that he is open to opinions on if everyone is okay with that.
* VP of Finance **Leopold** states that it’s fine with him.
* President **Alhathal** states that it is fine with him also.

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

 **Motion carries.**

 **Entered Closed Session at 2:37PM.**

 **Returned from Closed Session at 3:03PM.**

* President **Alhathal** states that the committee concluded that they will table the action item until the next meeting and they will be drafting an application for the candidates to answer those questions. The deadline will be July 21, 2014 by 5PM.

 **17:40**

1. ROUND TABLE REMARKS

**Saffold:** Thanks everyone and encourages them to continue with the Transfer Orientation and Orientation.

1. ADJOURNMENT

 Meeting adjourned at **3:03PM.**

 Minutes Reviewed by:

 **Executive Vice President**
 **Name: Marie Alexandra R. Ibarra**

Minutes Approved on:

 **10-8-14**

 **Date:**