**Personnel Committee Meeting Minutes of May 9th, 2016**

1. CALL TO ORDER **AT 1:15 P.M.**
2. ROLL CALL

**Present:** D. Lopez, S. Acosta, P. Narez and C. Sanchez,

**Late:** E. Pinlac

**Not Present:** K. Rojas and M. Castillo.

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

**(MSP)** Motion to approve the agenda by **D. Lopez**, seconded by **P. Narez**, motion **PASSED.**

1. ACTION ITEM – **Approval of the April 20th, 2016 Meeting Minutes**

**(MSP)** Motion to approve the minutes of April 20th, 2016 by **D. Lopez**, seconded by **C. Sanchez**, motion **PASSED.**

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:

No new business items.

1. UNFINISHED ITEMS:
   1. ACTION ITEM- **ASI Volunteer Form**

Chair **S. Acosta** said it is the same form; the only thing that got added was the contact information page. VP of External Affairs **C. Sanchez** asked if they can format it better.

**(MS)** Motion to approve the Volunteer Policy Form by **D. Lopez** and seconded by **C. Sanchez.**

**(MSP)** Motion to amend the policy to state the volunteer policy can be updated by the Personnel committee by **D. Lopez**, seconded by **C. Sanchez**, motion **PASSED.**

**(MP)** Motion to approve the amended motion, motion **PASSED**.

* 1. ACTION ITEM- **Retreat [Closed Session]**

**(MSP)** Motion to go into Closed Session for Unfinished Items B and C by **D. Lopez**, seconded by **C. Sanchez,** motion **PASSED**.

Enters Closed Session at **1:21 P.M.**

Returned from Closed Session at **1:58 P.M.**

During Closed Session the committee gave an exception to **P. Narez** and **K. Rojas** to miss Spring Retreat. They made it mandatory for **C. Sanchez**, **S. Ortiz,** **R. Ayala** and **K. Perada** to attend the morning session. They also gave the exception to **D. Lopez**. They also moved Item C to the next Personnel meeting

* 1. ACTION ITEM- **Board Evaluations [Closed Session]**

Tabled to the next meeting.

1. ROUND TABLE REMARKS

No roundtable remarks.

1. ADJOURNMENT **AT 2:00 P.M.**

Minutes Reviewed by:

**Chair, Executive VP**

Name: Stacey Acosta

Minutes Approved on:

**5-11-16**

Date: