**Personnel Committee Meeting Minutes Wednesday, February 1, 2017**

1. CALL TO ORDER at 12:33 PM
2. ROLL CALL

**Present:** H. Erhahon, S. Quiambao, K. Parada, R. Khorasani, L. Ramos, M. Castillo E. Pinlac

**Not Present:**

**Late:**

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

**Motion** to approve the agenda of **February 1, 2017** by **R. Khorasani**, second by **L. Ramos**, motion **PASSED**.

1. ACTION ITEM – **Approval of the January 18th, 2017 Meeting Minutes**

**Motion** to approve the minutes of **January 18th, 2017** by **K. Parada**, second by **R. Khorasan**i, motion **PASSED**.

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. UNFINISHED ITEMS:

A. ACTION ITEM- **Committee Member Recommendations**

The Personnel Committee took action on adding in new committee members.

**Motion** to approve Elaine Perez, Courtney Amacher, Cesar Segura, and Dakota Saez for the Sustainability committee, Nick Meyer, Jarod Bartlett, for the Programming Council by **R. Khorasani**, second by **L. Ramos**, motion **PASSED**.

**3:40**

1. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM- **Committee Recommendations [Closed Session]**

The Personnel Committee discussed recommended committee members.

The committee entered closed session at **12:37 PM**.

In closed session it was discussed a potential candidate for the Internal Affairs Committee.

B. DISCUSSION ITEM- **New Staff Proposal**

The Personnel Committee discussed the new staff proposal for the organization.

He is looking at a new Assistant Executive Director and Marketing Coordinator, which will oversee marketing accounting and an advisor for the senate. The Assistant Executive Director will help take some of the work off **E. Pinlac** since as of now he oversees everything in the office. **E. Pinlac** would like someone to oversee the marketing department in order to teach them the skills they would need when they graduate and are done. **E. Pinlac** can help them as of now and tell them what they need to do but cannot teach them the skills. **K. Parada** would like it if E. Pinlac could include for the Marketing Coordinator to work with the VP Communications as an advisor. **R. Khorasani** would like to know why the Marketing Coordinator did not work in the past and if there is any way to change certain things to make it more appealing to the applicants. The new positions would take their place in June/July, and will not affect this year’s budget.

**25:50**

1. ROUND TABLE REMARKS

**K. Parada**: If the members could help her with tabling, she feels as if she’s doing it on her own and no one is really helping. She is working on the email and it is taking longer than expected.

**S. Quiambao:** Everyone is doing their own thing, if you have a problem with them talk to them one on one and if you’re not getting a response then come to me.

1. ADJOURNMENT at **1:04 PM**

Minutes Reviewed by:

**Executive VP/Chair**

Name: Samantha Quiambao

Minutes Approved on:

**2-15-17**

Date: