**Personnel Committee Meeting Minutes of November 18, 2016**

1. CALL TO ORDER **AT 12:01 PM**
2. ROLL CALL

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

**Not Present**: M. Castillo

**Late**: None

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

Motion to approve the agenda by **R. Khorasani**, seconded by **K. Parada**, motion **PASSED**

1. ACTION ITEM – **Approval of the November 7, 2016 Meeting Minutes**

Motion to approve the meeting minutes of November 6, 2016 by **K. Parada**, seconded by **R. Khorasani**, 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 Recommendations**

Motion to go to a 5 minute recess by **H. Erhahon**, seconded by **K. Parada**, motion **PASSED**.

**Go Into Recess at 12:02 PM.**

**Return at 12:06**

The Personnel Committee took action on the recommendations for some of the chairs for the ASI committees.

Motion to approve all committee recommendations by **R. Khorasani**, seconded by **L. Ramos,** motion **PASSED**.

There was discussion brought up by **R. Khorasani** about Juan Plasencia coming back and being part of ASI through a committee being that he was removed from his previous position.

The following recommendations were approve:

Juan Plasencia for Sustainability, John Real for ASI Internal Committee, Carolyn McKeithen and Jomarie Ching for Legislative Affairs, Bidemi Animashaun, Carolyn McKeithen and Chante Byrd for University Affairs, Jomarie Ching and Manpreet Singh for CLASS Ad-Hoc, Alexi Lopez and Ajju Singh for Finance, Sandra Orozco, Ken Bilangel, Syndi Yehg, and Bianca Enriquez for Programming, Fabiola Ornelas, Jessica Lucas and David Tom for Concord Campus.

**12:45**

B. ACTION ITEM- **Board Member Concerns [Closed Session]**

Motion to go into Closed Session by **K. Parada**, seconded by **R. Khorasani**, motion **PASSED**.

C. ACTION ITEM- **Board Member Concerns [Closed Session]**

**Enter Closed Session at 12:18 PM**

**Return from Closed Session at 12: 20PM**

D. ACTION ITEM- **Board Member Concerns**

The Personnel Committee stated that they have decided to not take actions on ACTION ITEMS B through D in regards to VP of University Affairs, Ramos, Director of Programming Council, Rangel, and Director of Legislative Affairs, Ratcliffe.

**15:39**

1. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM- **Winter Retreat Exemptions**The Personnel Committee discussed the two members who cannot attend winter retreat. **M. Ratcliffe** will not be able to attend winter retreat due to work schedule. **A. Villalobos** will not be able to attend winter retreat due to her participation in a previously planned ceremony. **E. Pinlac** would like documentation to provide proof of the reason why. Friday is extremely important for everyone to show up. It is believed he has more than enough time to take off of work at least for Friday. Deserve the exemption for the circumstances, one can take one day off and the other is understandable. S. Quiambao will meet up with both to find a way to make it all work and to find a way for them to complete their training.

B. DISCUSSION ITEM- **ED Evaluation**The Personnel Committee discussed the ED evaluation and added edits and made a form for it, if necessary. The purpose is to evaluate the executive director to help better ASI. Personnel is required to complete the evaluation, others are optional. Gather all evaluations and create one evaluation. The evaluations will also be for one another. Personnel Committee continued to make changes to the document as they deemed necessary.

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

The Personnel Committee discussed recommended committee members.

Motion to go into Closed Session by **H. Erhahon**, seconded by **K. Parada**, motion **PASSED**.

**Enter Closed Session at 12:57 PM**

**Return from Closed Session at 1:01 PM**

1. ROUND TABLE REMARKS

**H. Erhahon**: Must cancel the meetings with **K. Parada** and **L. Ramos**.

**R. Khorasani**: Is it possible to have a workshop about the budget. During board meeting students should not be on their phones or laptops.

1. ADJOURNMENT **AT 1:03 PM**

Minutes Reviewed by:

**Executive VP/Chair**

Samantha Quiambao

Minutes Approved on:

**11-21-16**

Date: