**Personnel Committee Emergency Meeting Minutes of November 21, 2016**

1. CALL TO ORDER **AT 4:00 PM**
2. ROLL CALL

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

Pinlac and D. Lopez

Not Present:

Late:

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

Motion to approve the agenda by **K. Parada**, seconded by **L. Ramos**, motion **PASSED**.

1. ACTION ITEM – **Approval of the November 18th, 2016 Meeting Minutes**

Motion to approve the minuets of November 18th, 2016 by **H. Erhahon**, seconded by **K.** **Parada**, 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.
2. UNFINISHED ITEMS:

A. ACTION ITEM- **Winter Retreat Exemptions**The Personnel Committee took action on the two members who cannot attend winter retreat. Michael will talk to his boss on Thanksgiving and see if he can get that Friday off. Alexy has to be in her best friend’s wedding. She is a bridesmaid and this has been planned out for a long time. They will discuss Michael’s exemptions during the next meeting.

Motion to exempt Alexy from attending winter retreat by **H. Erhahon**, seconded by **L.**

**Ramos**, motion **PASSED**.

 Amend motion by R. Khorasani to say when proof is provided.

Motion to exempt Alexy for winter retreat when proof is provided by **H. Erhahon**, seconded by **L. Ramos**, motion **PASSED**.

**4:55**

B. ACTION ITEM- **ED Evaluation**The Personnel Committee took action on the ED evaluation and add edits if necessary. The committee agreed with some of the edits that Martin suggested.

Motion to approve the Policy for the Executive Director Evaluation by **H.** **Erhahon**, seconded by **R. Khorasani**, motion **PASSED**.

Amendment to adopt the policy by H. Erhahon

Motion to adopt the Policy for the Executive Director Evaluation by **H. Erhahon**, seconded by **R. Khorasani**, motion **PASSED**. (6-0-0)

**10:20**

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

Motion to go into closed session by **K. Parada**, seconded by **L. Ramos**, motion **PASSED**.

**Entered Closed Session at 4:10 PM**

**Returned from Closed Session at 4:13 PM**

During closed session they discussed what they spoke about last week and have a motion on the floor.

Motion to appoint the following candidate, Luis Cardenas, Parker Rugeley, Jasmine Khokhar, Leslie Alvarran, and Ariana Famoso by **R. Khorasani**, seconded by **K.** **Parada**, motion **PASSED**.

There are no rules on how many committees a student can be a part of. Their only concern was Jasmine because she is going to be part or three committees. She has been spoken too and if she feels like her grades are falling then she will stop. She really wants to be involved and she is in the honors program but she can handle it.

**13:20**

1. NEW BUSINESS ITEMS:

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

There are no committee recommendations.

1. ROUND TABLE REMARKS

**Pinlac:** He will be out on Wednesday until next Monday since he has to travel.

**Khorasani**: He will also be gone from the office

**Parada**: Are office hours mandatory next week?

**Quiambao**: No she wants everyone to have time to study. She sent out a 360 review. Everyone should review themselves to check the similarities and differences that others have. She sent an email to everyone on the people they have to review.

1. ADJOURNMENT **AT 4:17 PM**

Minutes Reviewed by:

**Executive VP/Chair**

Samantha Quiambao

Minutes Approved on:

**12-2-16**

Date: