Chair, Monica DiLullo, has called a meeting of the Personnel Committee on Thursday, October 26th, 2017 at 12:00 pm – 1:00 pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 12:06 pm.

II. Roll Call
VP of Internal Affairs – Present
HSS Rep – Present
President – Present
Freshman Rep – Excused Tardy
LCA Rep – Excused Tardy
Chief Justice – Present
VP of Finance - Present

III. Approval of Agenda
Motion to approve the agenda for October 26th, 2017.
Moved by HSS Rep, seconded by VP of Finance.

The following changes have been made to the agenda:
Add New Business Item d. IED Evaluation
Moved by Chief Justice, seconded HSS Rep.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for September 28th, 2017.
Moved by HSS Rep, seconded by VP Finance.
No opposed. No abstentions. Motion passed.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session

VIII. Old Business
No Old Business

Motion to go over New Business Item a.
Moved HSS Rep, seconded Chief Justice.
No opposed. No abstentions. Motion passed.

IX. New Business
   a. Final Review of Job Description (Discussion Item)
   The Committee will review the finalized and approved job description from the Board and send it
   1650 Holloway Ave | Cesar Chavez Student Center | M-102 | S.F., CA 94132
w: asi.sfsu.edu | p: 415.338.2321 | f: 415.338.0522
VP Internal Affairs mentioned that there will be a different document to determine the reporting line after the operating agreement discussion. The timeline had to be pushed back to post the job after the operating agreement discussion was concluded. December 15th, 2017 is when it will be posted. President mentioned that she is fixing some grammatical changes which she will send out the finalized one to Jamila Ali, Assistant Executive Director of Human Resources.

Motion to move to New Business Item b.
Moved by HSS Rep, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.

b. ED Hiring Committee (Discussion Item)
The Committee will discuss which members of the Board should be present on the Hiring Committee.

VP of Internal Affairs mentioned that either the Personnel Committee or the Executive Committee will be in charge. She also mentioned that there should be a hiring committee. She suggested having four people in the hiring committee. President suggested having a maximum of ten members.

Freshman Rep entered 12:21 pm.

VP of Finance recommended having a small hiring committee. VP of Internal proposed having the Personnel Committee being in charge of the hiring process. She recommended having HSS Rep recommended having other spots available for other Board members outside of the Personnel Committee and have them send a letter of intent to be approved. VP of Internal suggested having Jamila or Edina as well as someone from administration or faculty. LCA Rep was tasked to make a letter of intent for other Board members to join.

Motion to discuss New Business Item c.
Moved by Freshman Rep, seconded by Chief Justice.
No opposed. No abstentions. Motion passed.

c. ED Interview Questions (Discussion Item)
The Committee will discuss what questions and items to bring up during the interviews of potential EDs.

LCA Rep entered 12:33 pm.

President mentioned that for the first interview the questions should focus on previous experience and education background such as their job titles as well as their degree Diversity is also important such as what work they have done with social justice. President suggested making a document for the questions. For the second interview, the questions would focus on their resumes and every question should be asked to every interviewee. The phone interview is their background and the in-person interview is a meet and greet. HSS Rep advised having every member on the committee to make one to two questions to put into a google drive by next meeting.

Motion to move into New Business Item d.
Moved by VP of Finance, seconded by Freshman Rep.
No opposed. No abstentions. Motion passed.

d. IED Evaluation
VP of Internal Affairs mentioned that the committee should make suggestions for the evaluation to send to the Executives. President mentioned making a timeline for it by December 1st, 2017. She also mentioned that the IED should have a self-evaluation as a starting point. VP of Internal Affairs recommended making questions for the IED about his relationship with the staff and
Board members. VP of Internal Affairs proposed to finish the self-evaluation by November 9th, 2017. The comprehensive evaluation is to be done by January 31st, 2018. December 15th, 2017 is when the committee will suggest the evaluation to the Executive.

X. Adjournment

Motion to adjourn meeting at 12:50 pm
Moved by Freshman Rep, seconded by HSS Rep.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Monica DiLullo

Respectfully submitted by: Johanan Supnet