Chair, Monica DiLullo, has called a meeting of the Staff Structure AdHoc Committee on Thursday, November 16th, 2017 at 1:00 pm – 2:00 pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 1:07 pm.

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

III. Approval of Agenda
Motion to approve the agenda for November 16th, 2017.
Moved by Freshman Rep, seconded by VP of Internal Affairs.

The following changes have been made to the agenda:
New Business Item b. Timeline Review
No opposed. No abstentions. Motion passed.

No minutes to approve

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
No Announcements

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
No Public Comment

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
a. Overview/ Mission
The Committee will review and approve the overview and mission of the committee.

The Committee reviewed and discussed the overview.

IX. New Business
a. Business Administration and Finance
The Committee will be given a presentation by the BA&F sector of the organization and discuss...
BA&F displayed and discussed the Business Administration and Finance chart. They talked about the reasoning for the formation of the chart as well as the process for making it. Edina Bajraktarevic, Associate Executive Director, mentioned how Governance was placed under the A&G part of the chart as this area was to cover all administrative support aspects for the entire organization, including that of the BOD. This was done so that it would not include the BOD itself, or any programmatic aspects of the BOD, but rather support functions to the BOD, performed by AS staff. This includes BOD budget management, minute taking leadership, etc.

*LCA Rep entered 1:29 pm.*

Alejandro Rios, Assistant Executive Director of Facilities and Operations, questioned the implementation of the chart in AS. Associate Executive Director mentioned how they are looking to fill certain permanent positions now but it is all depending on their budget that allows them to hire more people.

b. **Timeline Review**

**VP of Internal Affairs** suggested starting Programs at November 30th, 2017 and December 7th, 2017 from 1:00 pm – 2:00 pm. Facilities & Operations and Marketing & Communications will both be in February. Business Administration and Finance will be starting on November 30th, 2017 from 12:00 pm – 1:00 pm. March, 2018 will be for Human Resources. **VP of Internal Affairs** will send out an update and the Committee will finalize it after they receive their class schedules.

X. **Adjournment**

Motion to adjourn meeting at 1:40 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