Chair, Monica DiLullo, has called a meeting of the Staff Structure AdHoc on Thursday, September 28, 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 1:03 pm.

II. Roll Call
VP of Internal Affairs – Present
Freshman Rep – Present
HSS Rep – Present
President – Designee Present

III. Approval of Agenda
Motion to approve the agenda for
Moved by Freshman Rep, seconded by HSS Rep.
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
No Old Business

Motion to discuss New Business Item a.
Moved by Freshman Rep, seconded by VP of Finance.
No opposed. No Abstentions. Motion Passed.

IX. New Business

a. Staff Structure
   The Committee will discuss the staff structure and the possible need to reorganize it.

   VP of Internal Affairs suggested having the staff structure done by the end of November. There is also a production/marketing issue. Horace Montgomery suggested that there should be a timeline to address the priority of the staff structure in regards to which section should be focused on first. He recommends that the committee break up the structure and focus on specific groups on the chart to discuss with them. VP of Internal Affairs suggested having adding Staff Structure Ad Hoc meetings on the same day as Personal Committee Meetings. Adam Rios, Assistant
Executive Director for Facilities and Operations, suggested having the organization and the staff to look through the structure of the chart. He also suggested having two meetings per section of the chart. Freshman Rep suggested having the first meeting to be an overview of the entire chart.

The following discussed is the timeline for the staff structure:
October 12, 2017: 1 pm – 2 pm: Overview/Vision
October 26, 2017: 1 pm – 2 pm: Business and Finance
November 9, 2017: 1 pm – 2 pm: Business and Finance
November 30, 2017: 12 pm – 2 pm: Marketing
December 7, 2017: 1 pm – 2pm: Programs
February, 2018: Facilities & Operations
First meeting in March, 2018: Human Resources

Edina Bajraktarevic, Associate Executive Director, suggested removing the Governance section on the chart as soon as possible. VP of Internal Affairs suggested writing a memo to the staff to let them know that the committee is rewriting the staff structure. She also stated that the timeline of the rewrite will be sent to them as well. Mario Flores, Assistant Executive Director for Programs suggested having his staff look into the Programs section of the chart.

X. Adjournment

Motion to adjourn meeting at 1:49 pm.
Moved by HSS Rep, seconded by Freshman Rep.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Monica DiLullo

Respectfully submitted by: Johanan Supnet