Chair, Jordan Thomas, has called a special meeting of the Personnel Committee on Friday, April 21\textsuperscript{st}, 2017 at 12:00pm in Rosa Parks D (RPD) in the Cesar Chavez Student Center.

Informal meeting began at 12:21pm.
Informal meeting ended at 12:54pm.

I. Call to Order
Meeting called to order at 12:54pm.

II. Roll Call
VP of Internal Affairs – Present
President – Present
Chief Justice – Excused
VP of Finance – Present
Senior Rep – Present

III. Approval of Agenda
Motion to approve the agenda for April 21\textsuperscript{st}, 2017.
Moved by President, seconded by Senior Rep.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for March 10\textsuperscript{th}, 2017 and April 7\textsuperscript{th}, 2017.
Moved by Senior Rep, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
None.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
None.

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

VIII. Old Business
Motion to move out of orders of the day to Old Business Item b. Personnel Committee Charter (Action Item).
Moved by Senior Rep, seconded by President.
No opposed. No abstentions. Motion passed.

a. ED Job Description (Action Item)
None.

b. Personnel Committee Charter (Action Item)
(Informal) VP of Internal Affairs and Freshman Rep reviewed and edited the Personnel Committee Charter. VP of Internal Affairs indicated that he is making the charter flexible in order to allow for future Personnel members to be able to accommodate it for their term, in which Freshman Rep agreed with the idea. Senior Rep clarified her changes and comments to the charter document.

The committee discussed the Personnel Committee Charter, in which they reviewed and edited the document based on the comments of the Board.

**Motion to approve the Personnel Committee Charter and recommend it to Board of Directors on April 26th, 2017 with the added changes.**
Moved by Senior Rep, seconded by President.
No opposed. No abstentions. Motion passed.

c. Firm/Consultant Proposal (Action Item)
   None.

d. IED Benefits Allocation Proposal (Action Item)
   None.

**IX. New Business**

a. Chief of Staff Job Description (Discussion Item)
   None.

b. ED Evaluation Recommendation (Discussion Item)
   None.

**X. Adjournment**

Motion to adjourn meeting at 1:01 pm.
Moved by Senior Rep, seconded by President.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Jordan Thomas

Respectfully submitted by: Rochelle-Jan Reyes