

2013-06-10 PNB Personnel Cmte. Draft Minutes

Draft Agenda

I. Call to Order / Roll Call

II. Approve Agenda

III. Approve Minutes 05-13-2013

IV. Old Business

A. ED Search

1. Applications received by 6/7/13 deadline
2. Letter to applicants & website update
3. Elimination rounds (1st top 10, 2nd top 10, semi-finalists, finalists)

B. Electronic Interview Recommendations (Video Conferencing)

C. Staff Handbooks – responses – deadline 5/28/13

D. Report on action items & motions – 5/13/13 meeting

1. ED position notice to GRC (Teresa Allen)
2. Budget (\$3,000 total or additional) – to PNB Secretary (John Cromshow)
3. Research on video conferencing (Teresa Allen & Janet Coleman)
4. MOTION: That we approve an ED salary range of \$90-\$110k/year, be posted with our advertisements and that the ED Search deadline be extended to the June 2013 date of the ad already placed with careerbuilders.com (John Cromshow)

V. New Business

A. Staff Handbooks

1. Personnel Committee members verification of Staff
2. Verified responses then forwarded to PNB

B. ED Search

1. Use of video conferencing and/or phone conferencing
2. In-person interviews
3. Travel voucher – \$500

VI. Next scheduled meeting: Monday, July 8, 2013 – 8:30 PM ET

VII. Adjournment

2013-06-10 PNB Personnel Cmte. Minutes

I. Meeting was called to order at 8:47PM ET. Present: Teresa Allen, KPFT; Janet Coleman, WBAI; John Cromshow, KPFK; Tracy Rosenberg, KPFA

II. Approve Agenda; approved without objection.

III. Approve Minutes 05-13-2013: Chair reminded the Cmte. that references to SKYPE should not be included, Secretary will correct this. Minutes approved without objection.

IV. Old Business

A. ED Search

1. About 76 applications were received by the 6/7/13 deadline (some may be duplications); 1 application was received late—Chair will acknowledge late application and state that we will consider the application if we extend acceptance of applications further. No objection.
2. Letter to applicants & website update: Chair will now approximately state on the Website that “Job search deadline has been reached and applications received, we appreciate those who have applied and people can continue to check the website for further updates.”
3. Elimination rounds (1st top 10, 2nd top 10, semi-finalists, finalists): T Allen asked if we needed to go into executive session to discuss procedure for candidate selection. The committee agreed that there is no need. J Lane-Ewert will help collate first round selection with the Chair, using Survey Monkey.

B. Electronic Interview Recommendations (Video Conferencing): T Allen will re-send email by B Crosier on video conferencing. T Allen and J Coleman will continue research. T Rosenberg will research video conferencing at UC- Berkeley which may be affordable.

C. Staff Handbooks – responses – deadline was 5/28/13: T Rosenberg proposed that the Cmte. cull through input from send suggestions to & each Personnel Cmte. rep. cull comments from paid and unpaid staff and J Cromshow will send whole list to T Rosenberg and J Coleman

D. Report on action items & motions – 5/13/13 meeting

1. ED position notice to GRC (Teresa Allen) has been done.
2. Budget: John Cromshow verified that the budget is \$4K total.
3. Research on video conferencing (Teresa Allen & Janet Coleman)
4. MOTION: That we approve an ED salary range of \$90-\$110k/year, be posted with our advertisements and that the ED Search deadline be extended to the June 2013 date of the ad already placed with careerbuilders.com (J Cromshow will send motion to PNB Secretary) Because advertisements were already sent out and deadline passed before approval of this request, J Cromshow will request that Pacifica provide the salary range to the semi-finalists.

V. New Business

A. Staff Handbooks

1. Personnel Committee members verification of Staff
2. Verified responses then forwarded to PNB

B. ED Search

1. Use of video conferencing and/or phone conferencing

2. In-person interviews

3. J Cromshaw proposed using \$500 travel voucher for final candidates. No objection.

VI. Next scheduled meeting: Monday, July 8, 2013 – 8:30 PM ET

VII. Meeting adjourned at 10:15PM ET.

Respectfully submitted,

Teresa J. Allen, Secretary

2013-07-08

Approved 2013-08-12