

Personnel Committee Meeting Minutes of April 27, 2022

- I. CALL TO ORDER at **12:01 PM**
- II. **ROLL CALL**
Present: Kabir Dhillon, Mirna Maamou, Zaira Perez, Krisstina Caro, Martin Castillo, Erik Pinlac, Michael Cesena

Excused: Anjelica De Leon
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of April 27, 2022, by **M. Maamou**, second by **K. Dhillon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of April 20, 2022**
b to approve the minutes of April 20, 2022, by **M. Maamou**, second by **K. Caro**, motion **CARRIED**.
- V. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.
No public comment.

1:37

- VI. UNFINISHED ITEMS:
No unfinished items.

1:42

- VII. NEW BUSINESS ITEMS:

- A. DISCUSSION ITEM: **Government Officer Concerns**

The Personnel Committee will discuss meeting attendance concerns regarding Senator of CEAS Justin Withers.

K. Dhillon clarifies that the concerns are about your attendance. The Board assistants compiled a list of attendance and marked where people were not present during meetings. In



the bylaws you are not supposed to miss more than two Board of Directors meetings and the same applies to the Senate. For the Board of Directors meetings your absences are on March 23rd and April 20th, and for the Senate meetings they are January 27th, March 1st, and April 21st.

J. Withers states the Senate meetings are usually on Thursday and I sent an email to Krisstina that I have my internship every single Thursday around 1:30 PM that is in Fremont. I have been trying to work around that but was not able to which is why I did not sent out an email to Krisstina.

K. Dhillon asks for any other discussion.

E. Pinlac clarifies that the policy is loose on the language. If you look at the bylaws for the Board of Directors and the Senate constitution, they both have the same language and it states the cause for this is extreme. I would not recommend it as it states the causes for removal, but it is not limited to a member who misses two consecutive committee meetings. It would not be up to personnel which is why it is in the code of conduct. we interpret it that you do not miss two meetings in a row. Justin you did admit 2 missing two meetings in a row and last semester it was three in a row. It does say that there is a separate component to where it can be excused for faculty, academic schedule, or other ASI business. The internship could potentially fall under academic schedule but it depends on the interpretation from the committee. I do want to mention that Board members received a priority registration for selecting classes and that was created for the Board to make sure that they can attend meetings.

M. Castillo states we have the whole priority registration for the Board but for the committee meeting times and days, those are set from the start of the semester. I feel that we have been struggling a bit on finding a meeting time.

K. Dhillon asks Krisstina could you clarify what the Senate meetings on when that was established?

K. Caro answers at first in the Fall semester, we were having meetings on Fridays and that did not work with everyone. During the Spring semester, we changed it to Thursdays during university hours so that had started in the beginning of Spring semester.

M. Castillo asks were those meeting times set at the start of this such as during winter break? Once the classes had already been set then somebody registers for a class, they are registering in the previous term being October and November. That to me would be really hard to switch your class schedule if they made a switch for the meeting time.

K. Caro answers I do not know the exact date but let me look for that and I will get back to you regarding that.



K. Dhillon states in this case for Justin it was a choice uh attending the internship or Senate meetings. personally, I am never going to tell anyone especially if they are a graduating senior to not take an internship as that is especially important to them. There are exemptions for one semester but not the other period I do agree with Erik that in this case it is not extreme. I do not think it is appropriate in this situation to recommend a removal. If anything, it would be a level 1 sanction which is just a written warning. I do think moving into next year, there has to be better communication around setting the days and times for Senate meetings. For Board meetings it is just emphasizing and tracking the attendance. I think Justin's work outside of these meetings makes up for the absences which is why I would not recommend removal. Nonetheless there have been two meetings that were missed and a row so I think a sanction would be appropriate in this instance.

M. Maamou adds that Christina stepped in to her role and has been doing an amazing job to help our Senate. It is also important to recognize that we have not had a stable VP of University Affairs position which plays a huge role in the Senate. I do think it is important to keep in mind that things would look differently if that role were filled. However, there is no doubt that Christina has been doing an amazing job but we should recognize that the VP of University Affairs position has been vacant for a while now.

E. Pinlac asks I know that the Board of Directors meetings are in person but for the Senate and personnel are they still virtual?

K. Caro answers the last Senate meeting will be on May 5th and it will be in person. I am going to send that email out today.

E. Pinlac states that mean the previous meetings have been virtual.

K. Dhillon states there were a lot of complications with getting those meetings set and Krisstina was able to get around that. I do not fault Krisstina for the meetings but it is a miscommunication piece. In this case, Justin had an internship and was not able to attend Senate meetings which would have come to Personnel where we would have granted an exemption since you are a graduating senior. I think in this case we are looking at a level 1 sanction. Is there any other discussion or questions?

9:33

B. DISCUSSION ITEM: Government Officer Concerns

The Personnel Committee will discuss meeting attendance concerns regarding Senator of CLASS Neilah Peku.

K. Dhillon states Neilah Peku is unable to attend today's meeting as she has an event today. She did provide a statement in which the personnel committee was able to see that statement.



I will go ahead and read the statement. Hi everyone, unfortunately I was unable to attend today's meeting as it has conflicted with my classes that is from 12:00 to 2:00 PM. I am writing this statement to explain my absences and to apologize for my lack of attentiveness and failure to communicate properly. I have had an extremely difficult couple of months to say the least and I have been trying my absolute best to balance my obligations. I recognize and appreciate all the challenging work and preparation that is put into these meetings, and I understand that attendance is important for several reasons. After seeing all five listed absences, I feel really embarrassed and did not realize how many I have been missing. I feel terrible, and I know that it may appear as rude, disrespectful, and careless for not attending this many meetings in a row. While it may seem as though I have not been prioritizing ASI, I promise that I have been trying my best to balance my personal life events with work and school. I am enthusiastic about my role and have been ever since I joined ASI in the Fall. As this semester comes in and, I am prepared to push through and finish strong. After today's classes I will be scheduling a few meetings for my role transition and I intend to be more present in my final weeks of ASI. I apologize again and hope that I can provide a clear understanding of my reasonings behind my absence. For the Board of Directors meeting absences of February 23rd, I set a quick message to Christina as I had scheduled a last minute appointment with my optometrist because I ran out of contact lenses. I did send an appointment conversation in a message thread to AJ and Christina as well. On March 9th, I sent a text message to AJ and Kabir for my absence because I had had a panic attack before the meeting while driving and had to pull over for my dad to pick me up. I was dealing with some unhealthy family issues during this time and had a bad mental health day. I take responsibility and understand that I should have reached out prior to the meeting. At that moment I was not in the right headspace I did not think to do so but understand that I should have sent a memo for March 23rd to March 29th. At this time, I was in New York and New Jersey for my sisters pre wedding cultural events. Thus explains my absence on March 23rd. On April 10th I sent email to Christina, AJ, and Kabir that I was unable to attend the Board directors meeting on April 13th. My uncle has a family owned business and it is extremely low staff to the point he was considering shutting it down due to his current financial situation. He was unable to afford to pay a new employee to help complete administrative paperwork for his facility. I created consistent schedule with him to help him and tell he gets back up on his feet to employ someone. Those were on Wednesdays which I would start at 1:45 PM or 2:00 PM. as a commuter student, I would not have been able to make it back on time from campus. This was entirely my mistake because I misunderstood that meeting, we are now transitioning to fully in person and I thought virtual attendance would still be

offered. As for April 20th, I was excited to prepare to present my special report in person. On my way to campus, I was told that my uncle had gone to a car accident while picking up my mom. Naturally, I panicked and turned around because I was told he was unconscious. None of them speak fluent English to speak to the police so I was there to help translate for the police report. When I got there, the accident was thankfully less life threatening than I anticipated. For the Senate meeting absences when I was absent on January 27th, February 1st, March 1st, and April 21st on Thursdays but before the Senate meetings, I have a three hour virtual art class. constantly run into technical issues with my laptop. I often stay after class for another 30 minutes as my professor walks me through the process in a separate way. Additionally, on Thursdays I would help my uncle between 1:00 PM to 4:00 PM. If I had spare time before going to his facility, I would spend it eating lunch because otherwise I would have nothing to eat until dinner. I spoke with my uncle and had removed this day for my schedule so I will be able to attend our last Senate meeting of the year on Thursday May 5th. I do have relevant screenshots and text messages to show for my reasons of absence. That is Neilah's statement. in regard to the Board of Directors meetings absences they were February 23rd, March 9th, March 23rd, April 13th, and April 20th. For Senate meeting absences those included January 27th, February 1st, March 1st, and April 21st. The personnel committee did discuss meeting attendance concerns with her last semester to which she did own up to that and did improve. however, these concerns have reemerge again. **E. Pinlac** states I am glad we have all the information of what is going on. I think we can all agree at the meetings that conflicts with her classes can be excused it just means that you are brought into personnel. With looking at the other absences, it is an issue of communication to which she would need to effectively communicate on why she could not be in person. When it comes to the family emergencies, we can just excuse them as it would be in an excused absence. I do see a lot of family burden that could fall under family emergencies. **M. Maamou** agrees That communication is important in these instances. There is no doubt that you need to communicate on what is going on because people would just not know and it will just look like an unexcused absence. It is also important to recognize that communication is not easy especially when it comes to things that are deeply personal. Also, people can go through a rough year and notches one month or a semester. You can have something that is continuously going on which is not always easy to communicate. However, this is a professional setting where it needs to be said. **M. Castillo** thinks This one is different than the first one because we already had discussions about performance concerns in the Fall semester. They seem to have continued and trust me; I would love to give grace to people especially coming out of a pandemic. However, it just



takes an email to communicate what is going on. In my opinion when you know you have to do something then that can be communicated as soon as possible. When we wake up feeling sick we have to send our supervisor information about not being able to be present on a specific day. Treating this from a professional perspective, I do think this one is more in line with the sanction component. I do not remember if we gave her a sanction in the Fall but if so this would be level 2 sanction.

K. Caro agrees that these reasons are excusable which is why if you look on the roll call sheet I did list the reason for excuse as so because she did tell me beforehand when it comes to the Senate meetings. However, she never told me that she had classes before which is why I did not put excuse for those specific meetings as I never received that reason until now. I also knew that she would be collaborating with her uncle but she did not specify which dates.

K. Dhillon clarifies that she did own up to your actions the last time period I do agree that it is understandable that is difficult to communicate things that affects us personally. However, I do agree with Martin about the professional aspect. This is five meetings in a row that she has missed and looking at it is just unacceptable although I understand the reasons. these things should have been addressed to personnel prior to where we are at now. The issue with this is that it has been brought up before and we are mentioning this again. I do believe this is either a level one or level 2 sanction because there are so many missed meetings in a row and we cannot justify that to students and telling them that their senator is not here.

20:50

C. DISCUSSION ITEM: **Government Officer Concerns**

The Personnel Committee will discuss meeting attendance concerns regarding Senator of Athletics Jill Nelsen.

K. Dhillon states we are discussing the absences for Senate meetings on January 27th, March 1st, and April 21st.

J. Nelsen has communicated with Christina at the beginning of the semester that I have a lab and practices that go from 7:00 AM to 10:00 AM. As we have mentioned prior to registration it is really difficult for me to take classes in general. During the university hour that is when my labs take place which happen to be on Thursday. I recognize it is my fault for not following up and sending her emails consistently. It was a onetime conversation to which I will own up to that one. For the meeting on Tuesday, March 1st, my friend had passed away in a really bad car accident and it has been really hard. I am not wanting to ask for help nor have I asked for help. I know that many of you have seen a lot of athletes taking their



lives recently and I am resonating with their stories. Even though we had a great season in the Fall, I was not there mentally. It was really difficult for me to come sit there and show up to practice. I had it for my team and although it feels bad to do that to my team I felt that I could not do that here. My priorities have changed a lot as my personal life has been awful. Again, I am not going to ask for help and explain those things to people because I feel like people do not care and it is not their problem. I understand that it is my fault for not communicating and explaining those things which is why I am having the heart to sit here and own up for what I have done wrong such as not having good attendance. I understand it is inexcusable and that it is my fault for not having effective communication.

K. Dhillon states I am really sorry to hear about your loss and recognize the impact of suicide and mental health. For your practices that is academic along with labs which can be excused. We care about you here and care about you as a person. You do have our support and you do not have to share the full details beyond your comfort.

E. Pinlac states I am sorry for your loss and just know that it would be an excuse absence and also because you had academic class during that time. I understand as an athlete your schedule is pretty packed and not just with practices but also games and other commitments. I believe in the future it would just be communication to the chair so that they know of your absence.

M. Cesena apologizes on behalf of professional staff because I understand your statement when you say that you are not going to ask for help. Please note that we are always here for you outside of being an advisor even it means if you just want to hang out or to talk. It is common for people to hang on the office. I am sorry that you felt that you could not come to talk to anybody in general. Regardless of whether you hold a position with ASI or not, if you ever need anything we want to let you know that we are always here for you and if you want to be in that space.

K. Caro states I am sorry for your loss and with everything that is going on. it is definitely excusable and I know that we talked about that in our check-in. I want to go back to answering Martin question. I did let the Senate know that we were changing our Senate times on November 29th and that is around the time when registration was happening. Also, as I am reviewing the roll call sheet I did put absent for Jill and that is my fault as I should have put her as excused.

J. Nelsen states I do have people who are interested in taking a role. I have a list of things that I wanted to have done in my role. So, whether I become reelected or not to be in this position, I do have a list of things set up for the next person. That is how I am able to give



back for what I have missed this year. Again, I do apologize for my absence and I appreciate everyone here.

K. Dhillon states whether you are re-appointed to this position for next year or not, just know that ASI have an open-door policy. We are never opposed to hearing ideas or working with students towards achieving these ideas. Just know that if you are in this position again we will be excited to have you back and continue collaborating with you. If you are not going to be in this position that is fine as well but please do not be a stranger. We are more than willing to hear your ideas and put you in touch with whoever your successor may be.

26:59

D. DISCUSSION ITEM: **Government Officer Concerns**

The Personnel Committee will discuss concerns pertaining to club funding regarding Vice President of Finance/CFO Mirna Maamou.

E. Pinlac states in the Fall term this had come up as discussion. I believe she had brought it upon herself to discuss about her performance. Therefore, we need to make a decision on it. I know that for another person who receives sanctions for not doing a portion of their responsibilities and duties however this is not the same. A level one sanction is my recommendation, and it is not nothing personal, but we must be consistent with our actions. I do not think it should be higher than a level 1 sanction at this point.

M. Maamou does not want to sound like it broken record but I have prepared a whole statement and I am going to speak from the heart. I did say everything I need to say at the last personal meeting but I did not bring myself to personnel to take credit for that at all. I realize I was not meeting my own expectations or the same standards that I have told everyone else on the Board which is why I brought myself to personnel. I wanted to point out a few things that I have struggled a lot with club funding and that was a huge challenge for me. However, I did my absolute best and tried to learn from every small mistake I did. I have communicated when there were mistakes and when I lack that communication that is when I brought myself to personnel. I will respect whatever decision the committee will make and I will support it because I know that everyone is going to make the right decision. This year I had surgery which I am still recovering from back in September and my whole recovery time is a year. I still had a lot of challenges regarding that which the Board does not know about this because I continue to do my job as much as I can. Even during my surgery only a few people knew that I had surgery and had gone COVID which lasted for 20 days. I am not the Hulk; I am a human being who gets sick or has a rough year who went to surgery. When I took on this role I came to everybody on the Board I said I was a previous



Senator of science and is unfamiliar with finance. I may struggle a lot, but I gave it my best and I am always willing to learn. I promised East Bay when I was running for this position as we are diverse school is that I would embrace and ensure that all clubs are present and receive their funding on campus. I was under a lot of pressure and took extreme measures to do whatever it takes to get the job done. Again. I will respect whatever the committee decides to take the actions regarding this matter.

J. Nelsen adds on the surgery aspect I know there are a lot of girls on my team who went through surgeries within the last year. For some of them it was a month ago. For the recovery process whether it is small or big, it definitely takes on a mental toll. you feel that you cannot do anything for three days after you had surgery. That is a lot to take on while taking on this role because of the stress that is already happening from the recovery process. Recovering from surgery is not something any human being can do in one day so I applaud you for continuing to try to get everything done. I hope everyone understands that.

E. Pinlac states the finance position has been a challenge for the past three years. I do think that Mirna has made progress over some of our predecessors within this role. we have given more money this year than the previous dear. There are definitely positives in all of this and all that you are doing while recovering from surgery and the illness. My thought is that I think it would have been best if you took some time off for your sake. We can always collaborate through with the club funding and finance. I do receive emails from you during odd hours so that is how I know that you are improving and trying to get the job done.

K. Dhillon points out that it is important to have closure on these items since we did mention this at the personnel committee on February 2nd. The reason we never took action was based upon conversation that we never had a Board, Senate, or committee member term themselves to personnel and ask for accountability. That is the reason she was not sanctioned at the time as it was noticeably clear that you wanted to hold yourself accountable. You have grand expectations for yourself which is great. Self-awareness is important in being able to recognize when you feel that you are not doing well. While I think dealing with club funding was a mess, at the end our goal was that club funding was approved. You mentioned last week that schedules did not line up with your committee so you took the necessary steps to get the job done. At the end of the day, there is recommendation on removing committee members in order to proceed with processing club funding. I understand as I have previously worked with the last two vice presidents of finance, that there is a lot of signing paperwork 4 club funding. This points to the fact that it is a broken process every single year and that Student Life will contact us to ask us what the process is. The process never changes for the most part as it needs to be clarified as there are barriers in that process that we need to fix.



With your recovery I was aware of your surgery and you really did push through after your surgery. As Erik had mentioned I think it would have been beneficial if you take time off as we would never fault someone for going through surgery and needing to recover. I would have signed documents in your place so that would not have been an issue. If we are looking at other individuals who are sanctioned this year, they were sanctioned for extremely specific tasks that they did not complete. Those tasks were not completed for six months. Mirna was able to get club funding done which is important. I do not believe that a sanction is necessary. **M. Maamou** clarifies that I had to let go of my committee as it pertains to what I can do with my role. I have had conversations with both Nolan and Haris after the personnel committee when the decision was made to let go the Finance Committee. They both understood that why I had to be done and why it was an issue. It was nothing personal it was just having committee for this role during this time did not workout.

K. Dhillon adds I have spoken to both Nolan and Harris and they did mention there was no hard feelings. We cannot sanction everyone who has hurt feelings after they are removed. If we are going to be upset about people being removed due to not being able to meet up, then that is not appropriate at all. I think in this case, if we were to sanction an individual who I went through surgery I think that would be discriminatory.

M. Castillo clarifies that It was not in the format to bring a sanctioned discussion to personnel. I do not see anything being negligent from what we did back then. What is hard for the personnel committee is that we have to justify to the student body that people are still continuing to do their jobs as they do not know what is happening in their personal life. We have to look at it from both perspectives. With Kabir, I hope to see a sanction coming out of this.

K. Dhillon wants to point out that it was an accountability item therefore it was not an item of concern. From that conversation, there was no need to reprimand or no indication to do so. Not once was a sanction mentioned in that conversation as it did not seem it was appropriate. Even to this day, I do not think it is appropriate because it is really an accountability piece. There was planning and a process that was eventually completed. Any other discussion?

42:35

E. DISCUSSION ITEM: [Code of Conduct Revisions](#)

The Personnel Committee will discuss revisions to the ASI Code of Conduct.

K. Dhillon states with the revisions to the code of conduct if there are instances where members are absent for more than 20% of all ASI meetings, then they shall be removed from



the positions. The ASI Board of Assistance shall keep track of members' attendance. Much of the role in ASI is attending Board, Senate, or committee meetings. If there are inexcusable absences, then we would recommend removal because the bylaws say, if you miss two meetings consecutively in a row, that is the grounds for removal. While that is extreme, I believe there should be a process to look at what specifically should happen in those situations.

E. Pinlac states members should attend their meetings. We have not every year but some years we have committees on campus where students do not attend meetings. We need to something there so that we can hold members accountable to attend the meetings.

M. Almeida thanks Erik and Kabir for identifying the idea. We need to establish a minimum threshold that could be as simple as making it after five meetings. The document states 20% of all ASI meetings or establishing a timeframe. We can add more clarity to what the minimum is.

M. Castillo encourage to look at the wording because where do excused meetings fall and is that considered a part of all meetings or is that considered a miss? When you think about how many meetings Board will have over a year, it is possible that somebody could stop coming to meetings. We need to analyze what we are trying to say. Before two consecutive meetings, it was preventing people from missing the last three meetings of the year but still not being able to be removed for this specific thing.

M. Cesena states I am not aware if the longevity necessarily needs to be tracked but if the last five meetings, you were on the roll call for, if that is a continuum, but then once you get to that sixth meeting, the first one falls off, and you take track of the last five meetings. It means you can miss one out of five, but when the sixth one comes in because it leaves the opportunity for improvement too. So, if you happen to miss one, that's almost perfect attendance. If you cannot get attendance then from this point forward, you can continue to improve, and it allows us to be more human and recognize that matters come up. There's opportunity to improve and get back to a better state. You are only allowed to miss one out of your last five meetings and then you can do special circumstances, if there is something that does come up to someone, if they happen to have a rough month, then that's an individual basis. It might be easier on the Board assistants as they would not have to retrieve information from September.

K. Dhillon asks any other discussion? We are trying to achieve was reviewing the absences of this year on whether they were excused or if there was no communication. These meetings are open and students expect you to be there. If there was a student who is enthusiastic about a particular issue and you are absent, it is poor performance. You do not want to give the



impression that our members are not coming to these meetings. We need to look into what the reasons are where you can miss meetings for it to be excusable. Everyone understands that you are supposed to be free on Wednesdays from 12:00 PM to 2:00 PM.

M. Castillo compares to Kabir's point and asks where do committees fall? We had issues like this in the past where Board or Senate members are assigned to specific university committees and do not show up. This is broad and open for interpretation that leads us to trouble at any given year.

K. Dhillon agrees that makes sense. If you are an ASI member attending the university committee meetings then you are simply attending them. If you are missing 2 consecutive meetings for Board or Senate then it comes to Personnel as a Board concern.

M. Maamou states it is one of those situations where you have to review it case to case. I believe we should leave the language as is then figure it out case by case for each individual as they come to Personnel. When we have someone brought to Personnel, they are immediately sanctioned. We are clarifying on where your absence fits under your specific situation.

K. Dhillon thinks it is a great idea. Now, receiving that feedback, it is good to hear what we are trying to achieve. If this system stops working then let us leave it how it is right now. Any other discussion?

52:24

VIII. SPECIAL REPORTS:

No special reports.

52:30

IX. ROUND TABLE REMARKS

J. Nelsen wants to know the role and expectations for a senator. This would help prioritize things and make the process quicker. I want to look through and see if there are compromises and for me to have a better understanding of the role. That way, I can pass it on the next senator so we can have that conversation.

K. Dhillon states I will have you speak with Erik, Michael, and Krisstina. There is the Gloria Romero Act for our meetings and agendas to be transparent. There is a clear record on that process and how to move forward.

M. Maamou asks that you only need an event approved if you are requesting funding right? Otherwise, it would be a discussion item.



M. Cesena adds to encourage people to collaborate with ASI Presents as they have their budget approved at the beginning of the year. From my event planning experience, it takes a lot of time to plan as there are protocols, risk management, and logistics to consider. For the Jamboree, which took over a year to plan. Also, if you are not asking for funds, you can move forward with the event branded as an official ASI event. Otherwise, you are advertising your event if it is an action item on the agenda.

E. Pinlac states that is how the Senate has been moving forward with their ideas. If a budget is required, then it must be on the agenda. We have things to help you with your events as well.

M. Cesena clarifies that we have the resources to help you if it does not involve money. If it is not an action item voted for then it technically should not be listed as an ASI event. That is how I interpret it.

E. Pinlac adds in can be if it is a true collaborative event that is something you want to promote.

K. Dhillon states the last Board of Directors meeting is next week on Wednesday and a Personnel meeting before that to wrap up our tasks and action items. Thank you everyone!

X. ADJOURNMENT at **1:00 PM**

Minutes reviewed by:

Executive Vice President/Chief of Staff & Chair

Name: Kabir Dhillon


-- ASIExecVP (May 10, 2022 17:57 PDT)

Minutes approved on:

May 4, 2022

Date:



Personnel Committee Meeting Minutes of April 27, 2022.

Final Audit Report

2022-05-11

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