

## Personnel Committee Meeting Minutes March 27th, 2019

I. CALL TO ORDER at **12:12 PM**

II. ROLL CALL

**Present:** Daisy Maxion, Melissa Baron, Mahdi Fugfugosh, Kabir Dhillon, Erik Pinlac, Dessiree Cuevas, Hoang Dao, Karen Parada.

**Not Present:** Myles Watkins, Martin Castillo.

**Late:**

III. ACTION ITEM - **Approval of the Agenda**

**Motion** to approve the agenda by **K. Dhillon**, second by M. Fugfugosh, motion **PASSED**.

IV. ACTION ITEM – **Approval of the Minutes of March 13<sup>th</sup>, 2018.**

**Motion** to approve the minutes by **K. Dhillon**, second by **M. Baron**, motion **PASSED**.

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.

VI. UNFINISHED ITEMS

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – **Committee Appointment**

**Motion** to approve committee appointment for personnel committee, motion **PASSED**.

**M. Baron** asks to come back to it because she could not find it.

**Motion** to move table action item committee appointments by **K. Dhillon**, second by **M. Fugfugosh**, motion **PASSED**.

**3:02**

B. DISCUSSION ITEM – **ASI Position Milestones**

The Personnel Committee will discuss the Board's potential in creating position milestones.

**D. Maxion** said it's in regards to updating your position milestones in regards to transitioning, which will help out future board members. **K. Dhillon** states he was talking to the Martin two Friday's ago and they were talking about doing an overall google sheet. He suggested that in a counter year, by this date you should have this done, you should be starting this, and who the people responsible for it are. He said he and Martin talked about how it helps with performance because they have a set kind of date, it's not 100% set. He said the plan is to have the entire Google sheet finished before the end of the year and

  
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approved by the Board. For the individual ones, he has created templates for each position just to have everyone fill it out before the end of the year. He adds that hasn't looked at the admin manual yet, but it basically says this is what documents say you are supposed to do, and then you're supposed to fill in the rest as to what you should be doing throughout the year. He agrees that they should review it before the board approves it. **E. Pinlac** states that it is a good idea. It kind of gets you focused a little bit, and you can extend out and do some of the things you inspire to do, but you also take care of things like, committee appointments, interviewing senators, or other things that need to get done by certain dates. He said that he knows that Martin has done it before when he was the Director of Housing for all the positions. He said he was mainly concerned about committee appointments. **D. Maxion** said she worked on hers for a little bit and it helped out. For future terms, they would need introductory one-on-one meetings which will go in-depth on who to talk to in regard to those types of things; have applications open, interview dates. She said she likes it because it says upcoming, which indicates when first year applications open. **K. Dhillon** said when Martin said to task details, kind of like the story behind it. **E. Pinlac** said that it is something that should stay the same year to year, but there's going to be somethings outside of this which they have to do. For instance, this summer they are going to look at the FY program to kind of solidify it, but it's not something that will happen every year. He suggests that they can also put an initial line by the people they have to meet with. **K. Dhillon** adds that there is a section in there that says who was the first person that created this doc and when was it revised. **E. Pinlac** said he would rather have the Board of Directors approve it. He adds that he doesn't want people to have bias against the people that created it. **D. Maxion** says they should start finishing up their position milestones because it will benefit the next board and help them out, and it will be sustainable.

**K. Dhillon** moved to take from the table action item committee appointment to bring it back up, second by **M. Baron**, motion **PASSED**.

**D. Maxion** states that the Personnel Committee will now take action on the committee appointments of internal affairs.

**M. Baron** states that she had two people but one of them can't do it anymore. **K. Dhillon** reminds to action to move to appoint. **M. Baron** moves to appoint Jasmine Jimenez to the internal affairs committee, second by **K. Dhillon**, motion **PASSED**.

**M. Baron** states that Jasmine is a Health Sciences major and she has experiences with event planning. She described the other roles of the internal affairs committee, such as reviewing, resolutions that gets passed, and she says that Jasmine was really interested in it. Jasmine is a direct partnership in the Peer Health Exchange Program and she's also a Dance and Cheer commissioner. **D. Maxion** adds that Jasmine will be beneficial when banquets come up.

10:25

C. DISCUSSION ITEM – Appeal Committee Concern

**D. Maxion** states that the Personal Committee will discuss the concerns in regards to the absence of Senator of CEAs with the Grade Appeals Committee. **E. Pinlac** said the meeting was supposed to happen last Thursday for the grade appeal hearing panel. It is where students come and they can appeal their grade to a panel of faculty, staff, and a student. Without a student, they won't meet. He adds that the Director of CEAs, who is here, can speak on his behalf, after he just stated what he had. He adds that essentially, he did not



show up for that even though, on the counter he said he would be there. Technically, at that time, it was his office hours, so he should have been around for ASI at that point. He adds that Erika W. said it is okay. He says it puts a sour taste in her mouth about ASI. He says that he does not want that to continue because it will make it harder for future boards. He adds that the Academic Senate gave Board members priority registration so that they can make meetings, and we go ahead and miss an important meeting. He points out that Faculty had to reschedule their classes because it was either shortening up or starting it later so that they could make those meetings. **E. Pinlac** adds that the fact that it was our fault they couldn't meet, he takes it to heart because he does not want ASI's reputation to be tarnished across campus. He concludes that this is his side of it, but he does invite Hoang to speak on his behalf as well. He adds that he had mentioned the day it happened that this would be going to Personnel and he had invited him to come and give his part. **H. Dao** states that last Thursday he had his Grade Appeal and Academic Groupings subcommittee meetings from 2:45pm – 4:45pm. He says that day his commitment was to go to the ASI Senate Meeting happening at 12:20pm – 1:00pm, and right after that he had class from 1:15pm – 2:30pm. His class started a little bit late and he told his instructor that he would be passing by the Union to drop something off and then going back to class. Right after class ended at 2:30pm, he went straight to his instructor's office hours. His phone had died so he was not able to be in communication with Daisy, Erika, and cc Erik about his situation. Apparently, he had taken too long at his instructor's office hours when he realized that he had a meeting going on from 2:45pm – 4:45pm, which he missed. **D. Maxion** adds that with this being said, Erika did mention to set a time and we did ask for availability. Erika did mention that there were different factors going to it that professors have to shorten a class, the student had to make time and find a way. It's kind of unfair to the students because the Grade Appeal Committee is the committee that has the students pass the class and they don't know their situation or if they are trying to graduation. Ultimately, they weren't there at the meeting, and that lost the student's voice in that part. **E. Pinlac** said we can certainly work on time management, making sure your phone is charged. In his opinion, this was a situation where they were wasting a bunch of people's time. He said I told you Thursday, it is not personal, but something needs to happen for accountability. He adds that his recommendation would be a reprimand. The second one would be an official warning letter from the committee. He said they looked at office hours and saw who was available. Generally, if he would have said no to the counter invite, that would be one thing, but he said he would be there and they had everything set up. He adds that he does not want priority registration for them taken away. He said he brought this to personnel himself and he was included in the emails from Erika. He wants to show take action on it and show that they do hold their Board members accountable. **K. Dhillon** remembers when they got the email thread about how they didn't have anyone for the Grade Appeal Committee. Only last semester, they got someone. He adds that it is kind of disappointing that students defense for their grades depends on the Board members showing up. **H. Dao** adds that he does not have office hours Thursday. He has office hours Monday and Tuesday, not Thursday. He adds that Erika told him at orientation meeting that she reached out to faculty member and student to half this meeting at one time spot, and therefore, for him to miss it, is not being very inconsiderate of faculty and students time. **E. Pinlac** asks moving forward, what he

  
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would do to mitigate something like this from happening in the future. **H. Dao** said he would work on his time management; check his commitments on his calendar. If anything were to happen he should have messaged or reached out to Daisy, Eric and Erika through email or message. **E. Pinlac** adds that whatever the committee sides, they should discuss time management and a one-on-one workshop for coordination. He suggests that he can provide phone numbers for the front desk and his cell phone number so that if he does need to reach out to someone, he'll have it. He said they have to figure backups for backups for backups. **K. Dhillon** adds that on the note of the calendar, last year the practice was to put all of your commitments on the calendar, such as busy time, sleep, gym or whatever it may be. This will help the rest of them when planning out when to meet. **M. Baron** adds that as ASI they encourage that school comes first, but when you do make a commitment with a committee it is important to attend. **E. Pinlac** adds that they have asked them to find an alternate representative. He adds that this decision would happen until the next personnel meeting.

**24:08**

**D. DISCUSSION ITEM – BOD Office Hours Fulfillments**

**D. Maxion** states they Personnel Committee will discuss the office hour logs of Board members. She adds that if they are not signing in and signing out, it trickles down to the rest of the Board. She said as long as you're late, and make up your time, that's all you really need to do. She suggests looking at the whole board in regards to this. **E. Pinlac** adds that since there are so many people missing, it can be a systematic issue. He reminds that their office hours are out there posted, and if they're not in their office when someone comes to visit, they wait there a while. **D. Maxion** said she is not sure how she wants to move forward with this, but she wants to take action on it. **E. Pinlac** recommends for future, looking into sources for checking in. **D. Maxion** said she can send out warning emails about misunderstanding relating to miscommunication. **M. Baron** recommends holding each other accountable. If they are not signing in, then they will be brought up to Personnel. **E. Pinlac** reminds not to campaign at the same time as your office hours. **D. Maxion** adds that every personal meeting they will be checking memos to see who has been signing in.

**31:28**

**VIII. ROUND TABLE REMARKS**

**E. Pinlac** states that tonight Michael has an event and they are playing Aquaman at the MPR from 7-9pm. Also, tomorrow, they are having EBx at MPR B from 5-8pm. He reminds to come out and support since it is one of their initiatives to have a Tedx type of event from the Fall Retreat. **M. Baron** asks if anyone has any ideas or things they would like to see implemented, let her know.

**IX. ADJOURNMENT at 12:45 PM.**



Minutes Reviewed by:

**Executive VP**

Name: Daisy Maxion

Minutes Approved:

**5-1-19**

Date:

