

**Personnel Committee Meeting of February 5, 2020**

I. CALL TO ORDER at **1:03 PM**

II. ROLL CALL

**Present:** Kabir Dhillon, Daisy Maxion, Siddharth Valecha, Martin Castillo, Bronte Kuehnis

**Absent:** Melissa Baron, Riley Miller

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

**Motion** to approve the agenda by **B. Kuehnis**, second by **S. Valecha**, motion **CARRIES**.

IV. ACTION ITEM - **Approval of the Minutes of December 4, 2019**

**Motion** to approve the minutes of December 4, 2019 by **S. Valecha**, second by **B. Kuehnis**, motion **CARRIES**.

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.**

**O. Shakoor** states that the solar panels on the P.E. building have been taken down and I believe that they won't be put back up. I wanted to bring this up to the committee and moving forward I would like to resolve this issue.

VI. UNFINISHED ITEMS:

A. DISCUSSION ITEM – **Government Officer Concerns**

The Personnel Committee will continue to discuss excusing Yajaira Ortega-Huerta, Director of Legislative Affairs, from Board of Director meetings in the Spring 2020 semester due to class.

**Motion** to table Discussion Item A – Government Officer Concern by **B. Kuehnis**, second by **S. Valecha**, motion **CARRIES**.

**2:08**



**K. Dhillon** states that what the committee wants is more tangible contingencies of what you would do in the absence of not attending meeting. **Y. Ortega-Huerta** states that she can prepare a plan. Generally, submitting agenda items to Bronte and being able to communicating it in a statement. I will use my office hours to meet with people. I come in on Tuesdays and Thursdays and there are a lot of people those days. I can set up one on ones with Kabir and Daisy. **E. Pinlac** states that after having the one on one bring it back to Personnel and vote on it. **B. Kuehnis** states Yajaira has been able to do a lot more with her committee. She can send in special reports that can be shared with the Board and they will know about the efforts you are doing with your committee. **D. Maxion** states she went to her Census event and she has a good group of committee members. You do after hours work like speaking at City Hall. Hearing from your progress and tangible goals it all seems to balance out and you are a graduating senior. It all seems to balance out as long as we keep up the consistent updates. **E. Pinlac** asks if she got an exception last semester. **B. Kuehnis** states she got one for being late. **E. Pinlac** states that she still made it to the meetings because you can only get one once a year. **K. Dhillon** states that moving forward he, Daisy and Yajaira will set up a meeting.

1:03:38

**Motion** to take of the table New Business Item, Discussion Item A – ASI Committee Member Appointments by **K. Dhillon**, second by **D. Maxion**, motion **CARRIES**.

1:03:52

**B. ACTION ITEM – Committee Member Concerns**

The Personnel Committee will take action on removing Louie Casillas Ramos from the Legislative Affairs and Lobby Corps committees.

**Motion** to table Discussion Item B – Committee Member Concerns by **K. Dhillon**, second by **B. Kuehnis**, motion **CARRIES**.

2:36

**Motion** to remove Louie Casillas Ramos from the ASI Legislative Affairs and Lobby Corps Committee by **K. Dhillon**, second by **S. Valecha**

**Y. Ortega-Huerta** states that he has been with us from the beginning but has not seen him. He did show up for the second meeting for Lobby Corps but it was towards the last ten minutes. He has been able to call into the meetings. However, it was one of the expectations that I set from the beginning. Prior to that I sent a google document with all the expectations. I used the one Bronte sent out to the Board where it states if they were going



to miss meeting to let me know 48 hours before hand. I am understanding but he has only been able to call in for most meetings. It sets us back because everyone is working on their individual projects. Some are working on the Census, Voter registrations, Civic activities and each member has their own projects going on as well. Since Louie has not been there he hasn't been able to work on these projects. It is upsetting because I asked him to be more present but he has not been able to do that. When he has missed meeting he lets me know the morning of or 15 minutes before meeting which is an inconvenience. Removing him would not affect quorum but I do have other students interested. **K. Dhillon** states that Louie sent in a letter. It states that he is disappointed of the lack communication from the Director of Legislative Affairs. She has failed to keep him in the loop and has ignored multiple messages and emails. She has also failed to update him on issues when she has seen me in the office. He does have a full schedule and did his best to attend meetings. Louie states that it is not inclusive to students who work a full-time job. He didn't receive any updates from the last Personnel committee until he asked Kabir. He is not trying to be disrespectful in anyway but is just stating his point of view and his observations. It would be a shame to kick someone out who isn't able to physically attend meetings and does his best to call in. **S. Valecha** asks since he isn't able to make it to meetings has he been able to contribute to your initiatives. **Y. Ortega-Huerta** states no and he hasn't reached out. She has sent out many emails and polls to her committee and he has access to them. It is frustrating to see everyone else come to meeting on time and ready to participate and he is not able to that online. When I met with Erik he recommended to not let him call in. **E. Pinlac** states that when people call in it is very difficult to do work. It is really hard to engage when people are on the phone.

**Motion** to extend the meeting by another 10 minutes by **B. Kuehnis**, second by **K. Dhillon**, motion **CARRIES**.

56:43

**E. Pinlac** states that Yajaira sent out her expectations prior to their first meeting. They all knew their responsibilities and roles. **Y. Ortega-Huerta** states that Sid has been in our meetings and has not seen Louie. **S. Valecha** states that he has seen him in the office. **Y. Ortega-Huerta** states that she has not and only saw him at the Forum. **D. Maxion** asks when he does phone in does he participate or ask questions. **Y. Ortega-Huerta** states he might have contributed one but most of the time he is silent. It might be because it is hard to hear each other. **K. Dhillon** states that Yajaira has clearly laid out her expectations and he is just not meeting them. It is hindering your committee's full ability to do what ever



they need to do. **B. Kuehnis** asks if she laid out the expectations that they need to attend the meetings in person. **Y. Ortega-Huerta** states that she set her own expectations. She told her committee members that she wished they can be physically present. That way they can work together, talk together and plan things out. I don't think that communication has been clear with him. When I interviewed him, he did say he was going to be coming from work and that he had class at 1:15 PM. Coming in I thought he would show up because he had class right away but I have not seen him. **D. Maxion** states he does have a full-time job we have to see if he can commit to the duties of the committee. **Motion** to remove Louie Casillas Ramos from the ASI Legislative Affairs and Lobby Corps Committee by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

59:59

**Motion** to take up Discussion Item A – Government Officer Concern by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

1:00:13

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – **ASI Committee Member Appointments**

The Personnel Committee will discuss the interviewed applicants for appointment to ASI Committees.

**Motion** to table Discussion Item – ASI Committee Member Appointments by **K. Dhillon**, second by **B. Kuehnis**, motion **CARRIES**.

2:55

**Y. Ortega Huerta** states that Asim Watts has been attending meetings and joining in projects. He is part of the Census crew and we do after hours work. He is younger and touches on a different population campus. He has shown commitment from the beginning by showing up the first Know Your Rights workshop. I met him at the rally that I attended with Daisy. He wants to stay in ASI and build on that. This is a great opportunity for someone who is looking for some guidance. He might be at the next Board meeting just to show his face. **K. Dhillon** states that in the next Personnel meeting we will be able to appoint him.

1:05:27

B. DISCUSSION ITEM – **ASI First Year Mentee Concerns**



The Personnel Committee will discuss removing Ryan Baumgartner from the ASI First Year Mentorship program.

**K. Dhillon** states that Ryan has not been involved and there has been a lack of communication on his part. We recommend removing him from the program. I did reach out to him asking for his letter of resignation but did not hear back. I would like to proceed with the removal since he has not been participating, he is not being involved or communicating. Technically he is being paid for doing nothing. **S. Valecha** states that he has not seen him in the office. **D. Maxion** states that she has seen him at all. **S. Valecha** states that he and Kabir saw Ryan at the RAW but I don't think he would be able to recognize us. **E. Pinlac** states that if they are not communicating with anyone they are doing themselves a disservice. They are also technically getting a term of experience in ASI to run for office even though they don't have the experience. I would suggest the same.

4:13

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

The Personnel Committee will discuss Riley Miller, Vice President of Communications, in regards to tabling in the Fall 2019 semester.

**K. Dhillon** states that this concern came about because the Government did not table last semester. Historically the VP of Communication oversees the tabling process. We didn't table and there was no process until now. **D. Maxion** states that it is very crucial for us to table and reach out to the students. If we aren't tabling communication is tabling but they are promoting evens and not the advocacy part. Tabling is really important and we didn't do it at all for Fall 2019 semester. **S. Valecha** states that Riley has really been focusing on the Podcast. There was one doodle that he sent out but it didn't work out because the times he offered didn't work. **E. Pinlac** states that he worked with Riley to fix it for this semester. I told him to pick the times he is available to oversee it because regardless everyone is responsible for tabling hours. If it still not working then something needs to be done. Right now, it is unfortunate because he is dealing with a family emergency. But there is a shared responsibility for tabling. He is responsible for tracking it but it is your responsibility to go. He does have fault in this because he is supposed to be coordinate and tracking it but if this happens again this semester everyone still has to table. Even if you coordinate it yourself. **S. Valecha** states that the Senate was tabling today by Starbucks. They were engaging with the students and writing things down. **M. Castillo** states that they have talked about this before. Are the duties of VP of Communications written down or are they



just assumed because other people who have had this position done it. When we looked it doesn't specifically state that he is supposed to sign people up to table. We were supposed to correct that and state exactly how it supposed to be done. **D. Maxion** states that in the tasks list that Riley signed in the Fall included tabling. **K. Dhillon** agrees with Martin but the three previous VP of Communication have handled tabling. It is something that he agreed to handling. **M. Castillo** states the way he reads this is that he will be tracking tabling not assigning. **K. Dhillon** states the VP of Communication is in charge of the oversight. They are responsible for creating the doodle, giving times, organizing the giveaways and having all of that set up when people want to table. **M. Castillo** agrees but, in the description, it does not say that. Rather it states, that people would email him and he would track it.

9:32

**D. DISCUSSION ITEM – BOD Advisor Concerns**

The Personnel Committee will discuss Marguerite Hinrichs, Director of Student Life and Leadership Programs, in regards to her attendance to BOD meetings in the Fall 2019 semester.

**M. Castillo** states that Marguerite has been on Family Medical leave all of Fall. She had to go North to help her mother. Through HR she has been on Family Medical leave. The reason I say that is because I didn't know that Advisors were held to any policies. **K. Dhillon** states that according to the Policy they are. The concern we received is why we didn't hear the reason for her absence. I think what we want is a replacement from Student Life. That they send someone when she is absent. **M. Castillo** states that it is totally fair but at some point, we need to specify what the advisors do. She should send some sort of note to Bronte. **E. Pinlac** stated that it would be good if we send a reminder to the advisors. It would be good if it came from Bronte.

12:17

**E. DISCUSSION ITEM – Government Officer Concerns**

The Personnel Committee will discuss Jocelyn Baldon, Senator of Athletics, and her request to be excused from ASI Senate meetings due to sports practice.

**S. Valecha** states that this was also a concern last semester. Her practice is during the Senate the meeting. She might be missing meeting but she has been on top of all her work. She comes to the office and does her hours. She has been creating a good communication



line between ASI and the Athletic Department. **B. Kuehnis** states that Jocelyn has been communicating with her as well. **K. Dhillon** states that this is for the Senate meetings. **M. Castillo** asks if she had to miss Senate meetings last semester? **B. Kuehnis** states yes but she did come in to meetings when her practice was cancelled or ended early. She didn't communicate as much with me last semester and dint send me as much. **S. Valecha** states that she was excused last semester. **B. Kuehnis** states that this semester she has and has started strong and I am more optimistic. **S. Valecha** states that she also might have been confused. There were times she wanted to send items in but didn't know to who to send it to. **D. Maxion** states that when we interviewed her she did say she wouldn't be able to make it to the meetings.

14:30

F. DISCUSSION ITEM – **Government Officer Concerns**

The Personnel Committee will discuss Freshta Sharifi, Senator of Diversity, in regards to her attendance to ASI Senate meetings.

**S. Valecha** states he told the entire Senate when registration came that their meetings will be held at 9:30 AM. I had mentioned it before hand and the first week I received an email from her stating that she wouldn't be able to make it to Senate meetings because she has class. She could have worked something out because we do our schedule around the senate and Board meetings. **B. Kuehnis** states that she didn't receive anything from her and expected for her to be at the first meeting. I just assumed she was a no show. **S. Valecha** states that he informed Freshta to inform Bronte. **M. Castillo** asks if she is a graduating senior. **S. Valecha** states no. **E. Pinlac** states that the policy they have is for Board meetings but is not sure if Senate meetings fall under the same policy. **E. Pinlac** states she might not be able to come in during her 20-minute gap because her class is in Concord. **M. Castillo** suggest having her Zoom in, if it's allowed. **K. Dhillon** states if we wanted to exempt her officially we can. She didn't get an exception last semester. We can add a couple contingencies of things we might want her to do. **S. Valecha** states that she can't make it to any meetings, any Undocu-Training or anything. **D. Maxion** asks if she can make it to the DAC meetings. **S. Valecha** states no and she might have already emailed Rocio. **M. Castillo** asks if she is asking for an exemption or asking to get of Senate. **B. Kuehnis** states that she isn't asking to get off. **E. Pinlac** states that a conversation does need to be had with her. By looking at her schedule and being a nursing student at Concord, can she fulfil the role one day a week. I think no. **B. Kuehnis** states that there was a struggle last semester.



She was repeatedly late and struggled with the tasks that Sid and I delegated to her. I don't really see what she will be able to do based on that experience and that class schedule. **M. Castillo** asks who would have the conversation with her. **E. Pinlac** states that he is open to do it but they have more rapport with her. **S. Valecha** suggest all of them meeting with her that way she doesn't feel like we are going after her.

19:17

G. DISCUSSION ITEM – **Government Officer Concerns**

The Personnel Committee will discuss Dessiree Cuevas, Senator of Online Students, and her request to be excused for her tardiness to Senate meetings in the Spring 2020 semester due to class.

**D. Cuevas** states that a member of Senate we don't get priority registration for classes. I got the last week of registration and I got the last class that was available. This class is a major requirement and I have no choice but to that the class. If I didn't take the class I would not be on track to graduate next spring. I am a Psychology major with a minor in Human Development and I am trying hard to finish in four years. For the past two senate meetings I have been lucky enough that we were let go early but for the future I don't know. **S. Valecha** confirms that she will just be coming in a couple minutes late. **D. Cuevas** states 10 minutes. **S. Valecha** states that Dessiree has done a lot of work that is not on her job description. She has gone above and beyond to help on other items. **E. Pinlac** states because we are getting a lot of these request we should add it in or make a policy for the Senate.

21:16

H. DISCUSSION ITEM – **Government Officer Concerns**

The Personnel Committee will discuss Riley Miller, Vice President of Communications, in regards to his performance in his role.

**K. Dhillon** states that this concern came form a couple of officers. It included his progress with the Internal Affairs committee and overall the contributions that he makes. **D. Maxion** states that with his role it can be confusing. I had a meeting with him to help him find a direction and what he can do within his role. There haven't been any implementations on the policies and it has been picked up by other Board members. It is also the timeliness manner of it. We haven't seen any drafts about the President Honorary Resolution and it was sent out in October. It was his task and his co-committee to work on it. **K. Dhillon**



states that when we send things out to that committee most of it is done or we send it for implementation. What we expect for them to do and what they are doing are two different things. **D. Maxion** states that the question is how much progress have we seen or what duties have been accomplished. **K. Dhillon** states that it all goes back to equity and if someone is not doing their role are they asking for help and making the effort to succeed. It is not fair to everyone else who is picking up their tasks. **M. Castillo** states that his role is to make sure there is consistency. I have similar concerns about other Board members but no one seems to bring those up. We can't play favorites just because we are friends with people. We need to treat everyone consistently. If you see this about Riley but don't see this about Melissa given where club funding is. We have to hold everyone on the same level. **D. Maxion** states with Melissa was brought up to Personnel last semester because we didn't see any club funding progress. We have had multiple meetings with her and she is definitely still on my radar. **M. Castillo** states but not on the agenda. **D. Maxion** states we can. **M. Castillo** states that it needs to be consistent. If we see these issues we need to call it out and hold people accountable. I would hate for people to say that we are targeting one person because they are not your friend. We always have to look out for that, from a biased perspective. These are the struggles that keep coming up. It usually happens when people are coming from opposite slates. **K. Dhillon** states that anyone can send in reports for Personnel if they have any. **E. Pinlac** states that before we take action it would be good to hear from him. We want to give him the benefit of the doubt.

27:21

I. DISCUSSION ITEM – **Government Officer Concerns - Winter Retreat 2020**

The Personnel Committee will discuss Government Officers who were absent during Retreat, and had to leave early.

1. Lynn Vu, Director of Wellness

**L. Vu** states that for the Winter Retreat she went both days but on Thursday she had to leave early. She left around 4:30 PM because she had work at 5PM. She couldn't get that Thursday or Friday off. She us off on the weekends and was shocked that Retreat was not on a weekend. She couldn't get it off because it was during winter break and other people had already asked for those days off. She attended all important meetings and she only missed dinner and the escape room. She was there all of Friday because it ended early. **E. Pinlac** states that I though



you wouldn't have wanted retreat on a weekend. But if it works out we can. **L. Vu** states that her schedule is pretty consistent so it through me off. I don't think I missed to much and got the gist of everything. **B. Kuehnis** states that having it on the weekends would be much better because it is difficult to ask time from work. **L. Vu** states that maybe for next time have both days with the same amount of time and workshops. The first day was long and draining whereas the second it was short.

2. Antoinette Milano, Director of Concord Campus  
**A. Milano** states he was not at Winter Retreat. She was with her family and it was needed time. It was a restorative time. **K. Dhillon** states it is great you spent time with your family but you were told in advance you had to have these days off. We had other people change their flights. The Executive Vice President should not have been texted last minute informing that you wouldn't be able to make it. You should have informed me way in advance. The communication was not in line.
3. Karen Parada, Senator of Alumni Relations  
**K. Dhillon** states that she got sick Thursday evening and was not able to attend on Friday.
4. Jocelyn Baldon, Senator of Athletics  
**K. Dhillon** states that for most of the day Jocelyn had practice. In Thursday evening she felt ill and was not able to attend. **E. Pinlac** states that when we are looking at exemptions we need to put athletic practice.

**35:10**

**J. DISCUSSION ITEM – Government Officer Concerns**

The Personnel Committee will discuss committee chairs who failed to have held ASI standing committee meetings in the Fall 2019 semester.

1. Euridice Sanchez-Martinez, Director of Programming Council  
**E. Sanchez-Martinez** states that they tried having their first meeting last Thursday but couldn't because we didn't meet quorum. Last semester she and Lynn had busy schedules but agreed to have interviews on Thursdays at 10:30AM. All the interviewees told me they were available and started GroupMe. For one reason or another they were not able to make it. I didn't make an agenda because we wouldn't make quorum. The end of the semester was approaching and we still haven't had a



meeting. I started making an agenda but once again they told me they wouldn't be able to make it. I should have still submitted an agenda. I met with all of them individually during our Sweets and Study. I had them send in their availability for the following semester. They didn't send me their availability so I kept the time the same. I keep bugging them to send in their availability. For this meeting we were going to meet quorum but one of the members didn't show up. I came up with a new time for our meetings. We will meet on Fridays at 10 AM. **D. Maxion** states that she was brought up because there were no programming meetings at all. There is U-Hour, Fridays and other alternatives that could have been done. If the committee members don't respond or communicate refer back to the committee codes. It is concerning that in Fall Semester there was not one programming meeting and haven't seen any of your committee members. **L. Vu** states that at retreat they could have better explained how to recruit committee members. I didn't even know I was a co-chair for a committee. **E. Sanchez-Martinez** states that she was one of the last few who added committee members but it was due to the lack of applicants. I don't think that the committee was really set up until the end of the semester. **B. Kuehnis** recommends to be proactive. To let the committee members, know that they have to communicate if they won't be able to make it. Be ready to refer people and start recruiting people again. **M. Castillo** asks if they can pull up committee member schedules. **E. Pinlac** states no but we can. All the Board members have taken FERPA. **D. Cuevas** states what she did last year she had the committee members screen shot their schedules. Then Mahad and I shared our schedule and found a slot we were all available. **E. Sanchez-Martinez** states that she had asked them to send in the schedules and their work schedule but I just recently received it. **E. Pinlac** states if you need to go ahead and remove them.

2. Omer Shakoor, Director of Sustainability Affairs

**O. Shakoor** states that he wasn't able to hold committee meetings but was able to meet everyone that he wanted to appoint. I have been in contact with Jillian but it has been difficult to schedule meetings. I couldn't find a time where we can all meet. I sent various polls but never found a time and half way through the semester I got hopeless. I put it aside and started to focus on what I can do through my position. I am still in contact with Jillian and Sustain East Bay and kept in the loop. Moving forward for this semester I have an agenda and have three people who can make it; however, my quorum is five. I am looking to interview people and appoint



them in. **E. Sanchez-Martinez** states that she felt the same way. That her committee was holding her back from doing things but she was able to accomplish a lot through her position. **K. Dhillon** states to the Personnel committee given on what you hear do we want to pursue a sanction or overlook it. **D. Maxion** states yes, he has brought up of resolutions and ideas forward. But it might have been much stronger if you would have had help from a committee member. I haven't seen a lot of collaborative work from your end. As a leader and as a Chair it is your responsibility to check up on them and ask them about certain issues or initiatives that you are working on. It would have been beneficial but I understand that scheduling can be difficult and you can't force them to be passionate about something when they are not. **O. Shakoor** states that Jillian was also concerned that we didn't have committee meetings in the Fall. I have two people so moving forward you will see contributions. **D. Maxion** states that she would like to see a laid-out plan with his committee members. What is being delegated to them, what is being done with the and result from it.

**Motion** to take up action Item B – Committee Member concerns by **K. Dhillon**, second by **B. Kuehnis**, motion **CARRIES**.

49:40

#### K. DISCUSSION ITEM – ASI Student Government Vacant Positions Appointment Process Policy

The Personnel Committee will discuss potential revisions to the Policy on the Appointment Process for Vacant Positions within the ASI Board of Directors and ASI Senate.

**K. Dhillon** states that with this policy it cleans up what was on the old policy. To change the name from the long title to ASI Student Government Vacant Position Appointment Policy. A lot of the language was taken from the ASI Chair nomination policy. It outlines who the interview committees are. For all vacant positions the interviewers are the Personnel committee or designates if people can't make it. For the non-Academic Senators it will be the President, Executive Vice President and Vice President of University Affairs. As for process it just clarifies what the process is. For the interview process the EVP brings it to Personnel then it gets sent to the Board and voted on. It clarifies the procedures that we need to follow.



**Motion** to extend the meeting by 5 minutes by **K. Dillon**, second by **B. Kuehnis**, motion **CARRIES**.

**1:07:21**

L. **DISCUSSION ITEM – ASI Policy on Senate Appointment**

The Personnel Committee will discuss potential revisions to the Policy on Board of Directors' Senate Appointment.

**K. Dhillon** states that it is clarifying what was there and updating procedures.

**1:07:43**

VIII. **SPECIAL REPORTS:**  
No Special Reports

IX. **ROUND TABLE REMARKS**

**E. Pinlac** states that the solar panels were old and needed to be replaced. They had to remove them and can't put them back. The new roof will be ready for solar panels as soon as funding is ready.

**K. Dhillon** thanks everyone for keeping calm during this meeting. They are wrapping up the Senator interviews and the plan is to get them appointed with in the next two weeks.

**1:08:30**

X. **ADJOURNMENT at 2:12 PM**

Minutes Reviewed By:  
**Executive VP/Chief of Staff**  
Name: Kabir Dhillon

Minutes Approved On:  
**2-19-2020**  
Date:

