

**Personnel Committee Minutes of February 19, 2020**

- I. CALL TO ORDER at 12:45 PM
- II. ROLL CALL  
**Present:** Kabir Dhillon, Daisy Maxion, Mellissa Baron, Riley Miller, Siddharth Valecha, Martin Castillo  
  
**Late:** Bronte Kuehnis
- III. ACTION ITEM - **Approval of the Agenda**  
**Motion** to approve the agenda by **S. Valecha**, second by **M. Baron**, motion **CARRIES**.
- IV. ACTION ITEM - **Approval of the Minutes of February 5, 2020**  
**Motion** to approve the minutes of February 05, 2020 by **S. Valecha**, second by **M. Baron**, motion **CARRIES**.
- V. ACTION ITEM - **Approval of the Minutes of February 12, 2020**  
**Motion** to approve the minutes of February 12, 2020 by **D. Maxion**, second by **S. Valecha**, motion **CARRIES**.
- VI. ACTION ITEM - **Approval of the Minutes of February 14, 2020**  
**Motion** to approve the minutes of February 14, 2020 by **S. Valecha**, second by **M. Baron**, motion **CARRIES**
- VII. 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.
- VIII. UNFINISHED ITEMS:
  - A. ACTION ITEM – **Government Officer Concerns**



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

**Motion** to excuse Yajaira Ortega-Huerta from Board of Directors meeting in the Spring 2020 Semester by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

**K. Dhillon** states that in the previous Personnel meeting it was discussed that Yajaira is a graduating Senior. She is currently doing a lot for the Census and as long as she continues to keep up with those initiatives and checking in with Daisy, Erik and I.

30:16

**B. ACTION ITEM – Government Officer Concerns**

The Personnel Committee will take action on excusing Dessiree Cuevas, Senator of Online Students, for her tardiness to Senate meetings in the Spring 2020 semester due to class.

**Motion** to excuse Dessiree Cuevas for her tardiness to the Senate meeting in the Spring 2020 Semester by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

**K. Dhillon** states that Dessiree class over laps with the meeting by 10 minutes and this is just a formal excuse.

30:57

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

The Personnel Committee will take action on excusing Jocelyn Baldon, Senator of Athletics, from ASI Senate meetings due to sports practice.

**Motion** to excuse Jocelyn Baldon from ASI Senate meetings due to sports practice by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

**K. Dhillon** states that Jocelyn has Softball practice during that time therefore can't attend Senate meeting. She is expected to continue to do everything that is listed in her role. **D. Maxion** asks if she has reached out to ask for Senate updates and to see what she can do to help out. **S. Valecha** states that that they have scheduled one on one meetings. During that time, we updated her and she asked questions on what we have been doing.

32:09

**D. ACTION ITEM – Government Officer Concerns**



The Personnel Committee will take action on sanctioning Riley Miller, Vice President of Communications, in regard to his performance in his role and tabling.

**Motion** to sanction Riley Miller in regards to his performance in his role and tabling and this section will be elevated to a level two sanction by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

**R. Miller** asks what the discussion was when this was a discussion item. **K. Dillon** states that the discussion was based around tabling and your overall performance. The concerns where the lack of Internal Affairs policies coming forward and we aren't really seeing much happening. In the task list you set were not really completed. Specifically, the newsletter, creating/editing legislature focusing on graduate programs, interview process, resolution to push East Bay sign at the bottom of Carlos Bee, a PA system and the ASI application.

**R. Miller** states that he was behind on the newsletter in the Fall but before Fall semester ended I met with Erik to discuss a plan. The plan is to drop one because I missed the opportunity but I want to get it done before elections and I had to change the format. I want for it to have what we did in the Fall that way people can take Elections seriously. That way students know what ASI is and what we do. Ideally, I want to create the link and add it into the newsletter. As for the branding initiative, I was on the committee with Omer but the whole school is pushing it back. They aren't worrying about the mascot and they wanted to do the mission statement but it is not a priority. I don't think that is on me but I could have written a resolution that would urge them to do it. For writing legislature, we did work on several bills but I know that other members are working on their own and they don't go through me. Kabir has been a huge help when it comes to fixing up policies. I have been working with my committee on the ones I get assigned. The most recent one is for President Morishita and it has been turned it. I stepped back from the ASI application because Brittney took over and it didn't seem that she needed my help when I asked her. **M. Baron** states that she agrees with the ASI application and Brittney has been doing a great job. However, my issue is with Kabir taking lead with the policies. Did you do it because its part of your role or because no one was doing it? **K. Dhillon** states that it is a little bit of both. I knew the it wasn't being done and also because one of the policies I was working on had to do with the Personnel affairs. **B. Kuehnis** states that another thing that was brought up last meeting was tabling and that there isn't a clear structure for tabling. **R. Miller** states that he set up everything and had sent it out. I have gotten the items anyone would need for tabling ready. Some members have already reached out to me and I have gotten everything they need. They would just be responsible to set up. There is a doodle attached to it that has to do with



accountability but no one has been doing it. I left that part alone and I have been thinking of ways to hold everyone accountable. I have the format but I just don't know how to hold someone accountable to tabling. I don't think we can take someone's pay or kick them out of the Board because they aren't able to table. It can be difficult to schedule tabling for someone who is working and involved in many other things. **S. Valecha** states that if he has been working on all the items he said he has but took a step back from the ASI application. Did you inform anyone that you were taking a step back because other people were taking lead? Have you asked what you could do because no one is responding to you? **R. Miller** states that sometimes items are skipped over the Internal Affairs committee. However, Kabir has been a huge help with editing and I read over it too and at times I do add my comments. I haven't received any solutions either. I have met with the members of my committee and they have told me to review the policies that we have and make sure that it is being followed; rather, than going in and editing old one. As well as making sure that we are not passing polices and resolutions that we aren't doing. **E. Pinlac** states that we are focusing on what didn't happen in Fall semester. All of this was supposed to happen then. Part of the challenge is the you haven't communicated and followed up. However, with the VP position you are supposed to take lead and it shouldn't be on Kabir or Daisy to tell you what to do. From the discussion right now, I am understanding that you are expecting for them to come to you but everyone else is expecting you to come up with things and part of that is miscommunication. **M. Castillo** asks if they can clarify what it means to rise to a level two sanction? **K. Dhillon** states that a level two is based on tabling, the lack of Internal Affairs and the lack of communication. It can be amended if this committee decides to make it a level one sanction. **D. Maxion** asks if you reached out to the people who took lead on certain legislature because it sounds like miscommunication. **R. Miller** states that it was miscommunication because I didn't always ask. **D. Maxion** asks if he has been checking up on the Board to see if they have been implementing their resolutions. **R. Miller** states that he has not and just brought it up to his committee. He wants for them to get familiar with everything. We are meeting on Monday and that is when we are going to bring up all the documents. We will do a layout on what is or isn't being followed through. **D. Maxion** states that it is concerning that we aren't checking in or holding anyone accountable and we only have couple of months left until we graduate. **S. Valecha** asks how many times does his committee meet and if it has been consistent. **R. Miller** states that it is every other week. Last semester it was consistent and for this semester we have only met once. **S. Valecha** asks if they are able to efficiently help you out. **R. Miller** states yes. Especially now that I have a better understanding on how



to use my committee. One member has graduated and it is a smaller group but we are able to get quorum easier. The ones who are in the committee are the ones who do want to work and get involved. **D. Cuevas** states she has been working on a few documents editing and helping out. But if you need me to step back, I will step back. I only helped out because people came to me because things were not getting done. I just took the responsibility to help out with making resolutions. **B. Kuehnis** asks what have been the initiatives that the Internal Affairs have been working on? **R. Miller** states that they have been working on the Newsletter, the resolution for President Morishita and Banquet. Before that it was smaller documents that I was asked to do. I wasn't communicated that people thought I wasn't doing the work. I would receive emails and other people would be cc'ed in it so I assumed that they wanted to work on it or they was more involved with them. **M. Baron** states it seems that things are still being figured out. **R. Miller** states that with this position it seems that some duties are spread out so it is get over a bit hard to focus. Sometimes I do feel overwhelmed but I have met with Daisy and communicated that. This semester I do feel more comfortable it is just that I am not out there as much. I am still getting things done and getting work done. **M. Baron** asks where he thinks he should put in more work. Did he focus more on being the face of ASI or what did you focus more in? **R. Miller** states that last semester he focused more on ASI Today and wanted it to be established. He wanted to be able to pass it down but if it didn't have good foundation there was no way for it to be transitioned and then it would have just been a complete waste of time. During the gaps, he focused on the Internal Affairs documents and how to structure it. If he would have seen the list of the items he had to do he could have worked more efficiently. He was trying to do all of it instead of focusing on one and he now sees that he should have focused on one. **M. Baron** states that Kabir gave him a list of all the policies he should have been working on. **R. Miller** states that at the beginning he was given a list of all the policies that were recently passed. Kabir then would go in and make revisions and I would just add in my suggestions. He didn't want to tell Kabir to step back if he really wanted to help but there wasn't always a list. He sometimes had to make his own. **M. Baron** asks if he felt that he didn't get support from the Board. **R. Miller** states that he felt that he got limited support from the Board compared to others on the Board. Not necessarily negative but a lack of support and proper communication. **K. Dhillon** states that they know he was struggling to understand his role because there are two aspects to it. There are the communications (social media and/or anything communicative) and the Internal Affairs. **S. Valecha** asks if he is happy with all the things that he has accomplished so far? **R. Miller** states that he wouldn't say he is happy



with it rather that he is content because he knows he is capable of more. **S. Valecha** asks what can the Board do to help out? **R. Miller** states to make sure he is on top of everything, being transparent and clear with what they want him to do. **E. Pinlac** states that he expects for him to talk to people about these initiatives. Even if it is just emailing and just asking them questions. **D. Maxion** states that we are held to a higher standard because we are VP's. If those standards are not being reached we have to hold people accountable. Take this as a learning experience and see what your strengths and weakness are. Don't let this be discouraging and know that we really are here to help. We have to do this for accountabilities. **B. Kuehnis** states she want to be supportive too but in return he should be proactive and telling us what you need. **D. Cuevas** states that we want to help you and not see you fail. We are here for you. **K. Dhillon** states that it is difficult to see that some members need more help than others. We are all here to support you we just need to know how to support you. The committee need to decide if this should be a level one or a level two sanction. **M. Baron** states that if we were voting last semester she would have stated level one. However, we only have a couple of months left of school and there needs to be action done. **E. Pinlac** states that the first violation is a written warning by the Personnel committee. The second violation is a documentation of the incident and a meeting with the ASI President, Executive Director and University President designee. The sanction member must work with the Executive Director to develop an improvement plan. A level two sounds worse but it actually come with more support. Which ever one is chosen there will still need to be an improvement plan. **B. Kuehnis** states because some of this was talked about before I would have to agree with Melissa. If we move forward with a level two I don't want it to be discouraging; rather, I want it to be more supportive and immediate. **D. Maxion** states that it also means that us as VP's we have to sign up for tabling and the rest will fall through.

58:24

**E. ACTION ITEM – Government Officer Concerns - Winter Retreat 2020**

The Personnel Committee will take action on excusing the following Government Officers who were absent during Retreat, and had to leave early.

1. Lynn Vu, Director of Wellness
2. Karen Parada, Senator of Alumni Relations
3. Jocelyn Baldon, Senator of Athletics



**Motion** to excuse Lynn Vu, Karen Parada and Jocelyn Baldon from the Winter 2020 Retreat by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

**K. Dhillon** states that Lynn had work, Karen got ill and was unable to attend and Jocelyn had sports practice.

59:08

F. ACTION ITEM – **Government Officer Concerns - Winter Retreat 2020**

The Personnel Committee will take action on sanctioning Antoinette Milano, Director of Concord Campus, for failure to communicate her absence during Retreat in a timely manner.

**Motion** to sanction Antoinette Milano for failing to communicate in a timely manner her absence at Winter Retreat by **K. Dhillon**, second by **B. Kuehnis**

**K. Dhillon** states that Antoinette messaged him a day before retreat and was the last person to know that she was not going to be able to attend. The reason this is a sanction is because the lack of communication. Early in the fall we sent the dates and had asked for them to be blocked and if they were not able to attend they had to come into Personnel meeting explaining their reasons. We had people switch around their flight, someone got sanction because they failed to notice that they had to have that time off. **A. Milano** states that she had a family emergency the last minute and did not handle it well. She will try to do better with the next two months that are left and to make direct communication with Kabir. I am trying to take responsibility and I know that I was suppose to come to you. **K. Dhillon** states that it comes with communication. It would have been better to let us know that you were unsure if you were going to be able to make it rather than us finding out a day before.

**Motion** to sanction Antoinette Milano for failing to communicate in a timely manner her absence at Winter Retreat by **K. Dhillon**, second by **B. Kuehnis**, motion **CARRIES**.

Votes Yay: 6 Abstain: 1

1:02:48

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

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

**S. Valecha** states that he and Bronte have been scheduling one on one with Freshta every other week. That way she can focus on the initiatives that we have given her. It was a good conversation. She understands what she is lacking on and we went over her mid-year evaluation. The important part of her role is attendance. She is not able to attend meetings,



she is not able to attend any kind of meetings. I have asked her to cc and forward me any email communication that she has with the Diversity Department or any other individuals that are related to that role. She is a nursing student that goes to Concord for the majority of the week and so I will be able to step in and help her out. **B. Kuehnis** states that she is optimistic that she will make improvements. I am hoping that communication will be different this semester and I am hoping she will start sending stuff in so her presence can still be at the meetings. **S. Valecha** asks if she signed up for a meeting. **K. Dhillon** replies that she did. I believe she signed up for the CSC committee. **S. Valecha** states that she took the feedback positively and I will keep you all updated about that. **K. Dhillon** says that we will follow up with this and if need be, we will bring it back to Personnel.

1:05:03

IX. NEW BUSINESS ITEMS:

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

The Personnel Committee will discuss Riley Miller, Vice President of Communications, in regards to his absence at the Campus Fee Advisory Committee meeting. **K. Dhillon** states to Riley Miller that they did not know he had an internship that day. It was awkward when people would ask “where is Riley” and we would say he should be coming. **R. Miller** mentions that he marked no, two days prior to the meeting just because I know every Thursday or sometimes Tuesdays, I have my internship. I spoke to K. Dhillon and I should have informed the Chair. I did not know I needed to do that. **M. Castillo** asks if he would contact ASI chair or the CFA chair. **K. Dhillon** states it should be the CFA chair. **M. Castillo** mentions that he checked in with Aurora Luna and Riley Miller did decline the meeting. She was aware that he was not going to be there. **B. Kuehnis** states that there was miscommunication because the plaque was there. **M. Baron** says that they were confused because you were not there. I am happy that you made it to the last meeting and you were there to see the things that we did. I liked that you also put in your opinion.

1:06:49

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

The Personnel Committee will discuss concerns regarding relations and interactions between members of the ASI Student Government and ASI Presents.



Dessiree Cuevas states that she has been hearing comments from the government side of ASI about them not treating ASI Presents well. They are not our slaves and there is no hierarchy system with them. They are here to help us and vice versa. I decided to bring this to Personnel because we should not be treating ASI members like this. How can we help others outside of ASI if we can not help those inside of ASI? **S. Valecha** asks for specific instances that aggravated the situation. Sirene Cano states that the first incident was at their desk. There is a drawer and one day, one of my supervisors noticed that Board members were going through our drawers looking for raffle tickets because they knew it was there. When I walked into the office, I asked what happened. They said that Board members had been going through your personal drawers looking for raffle tickets. I was caught off guard. I went to Kabir Dhillon stating that it is our personal space and we do keep our check stubs and personal items in our drawers. It is our personal space. We were told two hours before Lynn Vu's event that we were needed, but were later told that they need PAC and not special events. We try to support every Board member and how are we supposed to support you all if we are not informed a month in advance. It falls back on me and I get questioned by Michael Cesena. There is miscommunication about what things we use and what the Board wants to use whether it is raffle tickets or the long table in the office. If we use it, Board members will make comments about sitting down. I have heard people say "throw it on the ground, we have our own stuff". This is not acceptable in the office. At our events, students like to see Daisy Maxion and Kabir Dhillon and we see a lot of the Board members attend. How do you want me to be at your event, when you are not there for ours' and take credit for it? When credit is taken for the events, students will ask where the Board members are and will ask if it was their event. I work very hard for the events and the students do not even know that I did the work. With the comment about hierarchy, there was a comment that we are the workers for the Board and if you want us there, we have to be there. It was also said that you can go through our stuff and look through our things. I was not elected, I was hired by my skills. It needs to be clear that we are not the same, but we are student leaders. **E. Pinlac** states that he apologizes and did not know that you all felt uncomfortable in the office. I believe I heard the first incident. I do want to reiterate to everyone here and at the Board meeting that if you do need something from Special Events or PAC, please reach out to their supervisors. Do not reach out to them directly because the supervisors need to in control and know where they are at and what they are doing. Even when I need something from the front desk, I ask Lil Parker if she has someone to do something for me. With people going through personal belongings, please let me know and I would like to speak to that person. They



should not be going through the personal drawers and if anything, we will get you all the keys. It does not sit well with me. I will work with Michael Cesena and Kris Disharoon to see what is going on. If anything, else comes up, please let me know. I want to address it because it seems like things are piling up.

**Move** to extend the meeting by 5 minutes by **K. Dhillon**, second by **S. Valecha**.

**M. Baron** states that she would like to apologize. I want to let you know that it is something that we discussed before and it was encouraged for the whole Board to encourage you all to use the long table. The table is not only for the Board and it should not be the Board telling you to leave the table. Do not feel like you have to explain to the Board why you need to sit there because it is a common table for everyone. We will be paying attention. I encourage you all, including myself, to step up if you see something happening and say it is not right.

**D. Maxion** says thank you to Sirene Cano for being courageous and bringing this up. I will like to apologize on the behalf of the Board for not attending a lot of events. Personally, I can not attend evening events for the month of February because of other commitments, but you will see me more in March. I want to reiterate that if anything, we can implement this and I can work with Riley Miller to have a tabling session where you would have to attend an event that is sponsored by ASI. We do not want you to feel unsupported. **K. Dhillon** mentions that they do take this seriously and we appreciate Sirene Cano for addressing us with this. We will work to resolve some of the concerns. Dessiree Cuevas states that he only concern is that this has been brought up multiple times and nothing has been done on the government side. I want to make sure that we each step up to the plate and show them support. If we can not show up to an event, post it on social media to let people know.

1:16:14

C. DISCUSSION ITEM – **ASI Student Government Feedback Evaluation Policy**

The Personnel Committee will discuss potential revisions to the Board Evaluation Policy Appointment.

**K. Dhillon** states that the policy is just a revision and shows how the report procedure goes about. Martin Castillo has helped me with a couple of edits. I will be bringing this to the next Board meeting.

1:16:41

X. SPECIAL REPORTS:  
No Special Reports.



XI. ROUND TABLE REMARKS  
No Round Table Remarks.

XII. ADJOURNMENT at **1:34 PM**  
Minutes Reviewed By:  
**Executive VP/Chief of Staff**  
Name: Kabir Dhillon

Minutes Approved On:  
**3-4-2020**  
Date:

