

Personnel Committee Meeting Minutes of April 6, 2020

- I. CALL TO ORDER at **12:01 PM**
- II. ROLL CALL
Present: Kabir Dhillon, Daisy Maxion, Melissa Baron, Siddharth Valecha, Bronte Kuehnis, Martin Castillo

Late: Riley Miller
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda by **B. Kuehnis**, second by **M. Baron**, motion **CARRIES**.
- IV. ACTION ITEM - **Approval of the Minutes of March 18, 2020**
Motion to approve the minutes of March 18, 2020 by **D. Maxion**, second by **S. Valecha**, motion **CARRIES**.
Motion to amend the agenda to strike out 4 and replace it with 18 by **K. Dhillon**, 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.**
No Public Comment.
- VI. UNFINISHED ITEMS:
No Unfinished Items.
- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM – **Government Officer Concerns**
The Personnel Committee will discuss Antoinette Milano, Director of Concord Campus, in regards to her email correspondence.
K. Dhillon states that this concern is in regard to an email correspondence between Erik, Sneh and Antoinette. **E. Pinlac** states that Antoinette was asking for her committee to get paid, but he said that they couldn't do that because of policy. However, she persisted to push for it. Eventually we concluded that it wasn't going



to happen because we don't do it for any other committee. There are plenty of committees that do work outside of their committee times. **K. Dhillon** states that no one is denying the compensation for committee members, but a lot of committee members do work outside of committee meetings. In the email correspondence it wasn't appropriate how Antoinette responded to Erik and Sneh. Also, on September 26, 2019 in Fall semester he sent the email protocol document to the entire government. In November, he did remind Antoinette about the email protocol regarding an email that she responded to Kris. **M. Baron** asks what will be the consequences? Will there be any or what is the purpose of this discussion? **K. Dhillon** states that it is being addressed to Personnel because the nature of the email was not appropriate. Under the Code of Conduct it violates the section in regard to respect for staff. He has sent two email reminders about email protocols. Although, he understands the situation is frustrating the email just wasn't appropriate. **B. Kuehnis** states that it doesn't seem appropriate given what was being asked. But is confused if they had a meeting outside of their regular meeting time. **K. Dhillon** states that Antoinette was assigned a task. It was to put together a survey and send it out to Concord students. The Friday that all tasks were due Antoinette contacted Daisy and I last minute to ask about the task. They suggested to reach out to her committee members to see if they had any suggestions and they could get together. But she might have been under the impression that Daisy and I requested for her to have a Concord Campus Committee meeting which was not the case. **M. Baron** asks if it would be possible to compensate them? Or are we looking at the way the email was addressed? **B. Kuehnis** states that compensation seem like a separate item. **K. Dhillon** states that they are not discussing compensation today. What they are discussing is the nature of the email. **M. Baron** states that it is understandable that Antoinette was feeling frustrated, but it was not addressed properly. She believes that there shouldn't be any type of consequence. But keep in mind that everyone else is frustrated and going through a lot. **S. Valecha** states that they all are frustrated, and all have points they want to get across. But there is a way to be specific and professional to get our points across. There is a lot going on and it is a weird time right now, but we are still holding leadership positions. We must maintain a composure and double check every email before sending it out. There are different ways to approach situations. **E. Pinlac** states that there aren't any hurt feelings towards this. He and Antoinette have already talked. **B. Kuehnis** states that she understands the frustration that is going on right now. It would have been different if it was sent in the group message. But it was in an email directed towards specific individuals. **K. Dhillon** asks if the committee is inclined towards a sanction



or no reprimand. **A. Milano** states that it is a frustrating time and she was trying to complete the task at hand. She was only receiving texts and emails to complete the task. She felt would have been more comprehensive if they would have talked to me. In the texts, emails and group me she did not feel respected. But because she was given the task to talk to her committee, she thought that they should have that meeting covered. Her committee is important to her and they are always available. She feels that texting and emailing are not are comprehensive in a way of communication towards her. One on ones help her because it is direct communication and it will help her understand things more clearly. Moving forward it would help her to have one on one communication. **K. Dhillon** states that they are discussing the email. **A. Milano** states that this pertains to the email she sent based on the fact she is not getting clear communication from the President or Vice President. **M. Baron** asks if the email that was sent to Erik was because she felt disrespected and was returning the tone. **A. Milano** states no, she did not recognize that her tone was disrespectful. It was not her intention to be disrespectful to Sneh or Erik. She feels that there is a lack of communication. When the President and Vice President directed her to contact the committee, she believes that they should be paid. She has dropped the issue of getting her committee paid. But she does not feel respected when all she is receiving texts and email. **B. Kuehnis** states she acknowledges everything that Antoinette said but would like to know how exactly Kabir and Daisy were being disrespectful. **A. Milano** states that in the texts between them there is some tension. **D. Maxion** states that her task was to create a survey asking Concord students how they are feeling. Throughout this keep in mind that texts and emails have been the main form of communication between all Board members. She hasn't called anyone because nobody has requested it. She did send her a YouTube link on how to create a google form and responded to her texts but she did not receive a follow up text. On Friday two hours before the deadline we got a ton of questions on how to do the survey. They tried their best to help Antoinette with the time that was allotted to them. They wanted to be transparent and clear that waiting until the last minute wasn't the suggested option. If she would have communicated that she needs more time we would have understood, and we would have given her the weekend to finish it. She did not force Antoinette to have a committee meeting it was just a suggestion. When the tasks list is sent out there is a specific deadline and if anyone has questions and concerns, they can reach out to her. Antoinette did reach out, but she did not communicate that her preferred form of communication is through the phone. She apologizes to Antoinette if any moment she felt threatened, but she just wanted to be firm. They don't mean to be



disrespectful, but they are trying to be more assertive because with everything being online people tend to not really pay attention. We want to make sure the students are getting their moneys worth because they get paid through their fees. Also, at the bottom of the task list there is a disclaimer that states if the tasks are not completed it would be brough up to the Personnel committee. **A. Milano** appreciates her apology. She did not mean to be disrespectful to Sneh or Erik and that is why she called Erik. But her go to person is Kabir and she has asked him if she can get a phone call from him. That way she can have clarity due to her learning style and disability. The both times she asked he responded with that he isn't able to do that because he has too many people to go through. Although she understands that he has to over see all the other Board members she believes that in her given situation it would be helpful full to get a one on one with Kabir. It would be a lot more helpful and it would give me more clarity and understanding. It may even create trust and it would create a place where she is not feeling so frustrated. **R. Miller** states that the conversation should stay towards the email since that is the topic of discussion. **M. Baron** states that the preferred form of communication should have been set up already. It is on us to remind people of our preference and how things need to be done when it you. **K. Dhillon** sates that the tone in the text messages was not to be disrespectful rather it was to be assertive. As Executive Vice President he doesn't really have the bandwidth to meet with everyone in a consistent basis. If anyone wanted to schedule a one on one with him, they can they just need to reach out to him. **E. Pinlac** states this is the first time he is hearing about accessibility needs from Antoinette. Moving forward they will have to accommodate in whatever way she needs. He will be reaching to accessibility to see if there any other ways they can do that. **D. Maxion** states this is also the first time she hears about Antoinette's communication preference. She has been communicating with everyone through text and emails. On Friday March 20, 2020 Antoinette emailed "Hi Sneh, we just took an hour putting the survey together. I think my guys should get paid for this please. Also, we have two outstanding days that they were at committee meetings in March". Sneh responded to check with Erik about the payment for the survey. Erik mentioned that stipends are only granted for official committee meetings. Antoinette then mentioned with all capitalization that "they are in a state of emergency with extraordinary circumstances and that it was an emergency meeting called by the President and Vice President". This wasn't an emergency meeting and it was not called by us. Antoinette goes on to say in the email that "she was required by them to have this meeting with my team. Take it out of my budget because I doubt, I will be spending it all, anyways". Erik responded "that it is not a matter of



money, but they don't have a process in place to compensate committee members outside the official committee meetings. Emergency meetings must still have an agenda and it truly must be an emergency. The development of a survey is not an emergency and could have been completed through an email. All Board members and committee members are still required to do their work from home". Any type of emergency was not required from us. It was us just letting Antoinette know that she can reach out to her committee for input. **B. Kuehnis** states that it is not up to the Chief of Staff to reach out to all of the staff for one on ones. It is up more on a need basis. **A. Milano** states she was told that one on ones were required bi-weekly. **K. Dhillon** states that it is not required bi-weekly. The actual implementation is that it is on a need by need basis. But there are some one on ones that are consistent.

38:37

B. DISCUSSION ITEM – Government Officer Concerns

The Personnel Committee will discuss Government Officers, and their progress and performance on their Business Continuity delegated tasks.

K. Dhillon states the way they have been operating is instead of office hours they have assigning task each week with the end of the week being the deadline. Everyone must email their progress on the task whether they have completed it or not and the action plan to complete the task. **D. Maxion** states that they thought this would be the best way to keep everyone accountable and to serve the students. In green are the completed and communicated tasks. In red are the tasks that have not been completed or have not received communication. We have given them a disclaimer that if the tasks are not completed by the deadlines given than it would be brought up to the Personnel committee under Code of Conduct section 1.6 Responsibilities and Expectations. That is what we have been keeping track of to make sure everyone is held accountable. For the week of March 16, 2020, most of the tasks were completed or communicated with. She emphasizes communicated because she understands that during this time people might be going through some transition. We understand that they need more time or an extension and as long as they communicated with us we were able to mark it as excused. The COVID resolution is still on going but for the most part it is complete. Kabir and Pam have been working on it. The people that have not been working on is Zaira. The ASI newsletter from Riley has not been communicated with us. We decided to put a hold on President Morishita Honorary resolution since he is not yet retiring. Some of these are ongoing because it needs to be approved by the Board or it is a huge project that will be continued on for the next week. For the Census video we have



extended the deadline for the Board. She has not received a video from Riley, Lynn or Yajaira. For the second week she did not receive an update from Riley about the ASI newsletter. Melissa is working on the COVID-19 scholarship policy, but we have not received any updates regarding how it will be promoted. Omer did not provide the options for sustainable t-shirts to the Academic Senators. **M. Baron** states she has not given Omer any tasks regarding the scholarship, but the policy has been started on. **D. Maxion** states that Brittney, Patricia, Antoinette, Tyler, Daisy and Omer did not work on the Promotion of the Housing and Security Grant. We brought that for this week since they need more information on it in order to work on it. For the ASI Communication Social Media guidelines Brittney has not contributed on it as Karen has been the one completing it. The COVID-19 emergency scholarship will be updated for the Board. The resolution in support for the University to develop emergency plans and the group mentioned that Brittney has not contributed. She just sent out this week's tasks and has decided to lessen the tasks and have people team up. New initiatives have not been brought forward rather we will be focusing on completing the ones we already have. To answer B. Kuehnis question about the policy, it is still on going and will continue this week. **B. Kuehnis** states that she is waiting for it to be completed in order to review it. **D. Maxion** states that the first week has been Zaira and Riley, second week has been Riley, Britney and Omer for the task list. **S. Valecha** states that there's a resolution of Emergency guidelines, we have a meeting scheduled later today at 6:00 PM with Justin. Brittney was the one who reached out and scheduled the meeting for today. **D. Maxion** states that she was referring to the past week. **S. Valecha** states that he just wanted to give an updated. **D. Maxion** states what are the thoughts of the Executive committee on the incomplete tasks from the week of March 16th and 23rd. **K. Dhillon** states that we must emphasize communicating with one another. If it's not completed by the deadline, it is understandable, however, just had a plan on how to execute the task. For those who keep leaving task uncompleted and not communicating then we would have an issue. **B. Kuehnis** states if are you using your discretion, for example, if a person has not completed a certain task but has been involved in helping to complete other. How would we decide. **D. Maxion** states that if she's asking what if a person is giving more effort in other tasks then their own. **B. Kuehnis** states yes, are we looking at it from a broad point of view or just on their own task. **D. Maxion** states that it's based more on the person's task, however, we are being lenient as long as people communicate with us. **M. Baron** states for people who haven't completed any task, are we going to bring them up next meeting or give them one more chance to catch up. **K. Dhillon** states



that we can bring them to personnel to discuss them. **E. Pinlac** states how often does D. Maxion or K. Dhillon reach out to the group or how is it working. **D. Maxion** states that she relies more on the group to reach out to her. **E. Pinlac** states that for the future, we can send out a mass email to everyone to see where everyone is out and who needs help. **D. Maxion** states that she CC E. Pinlac in email listed as business continuity task list. **K. Dhillon** states that we also send reminders on Group Me. S. Valecha states that we email them and send reminders on Group Me, and most Senators have been communicating. However, since it was spring break most task was not completed, and we are students at the end of the day. If students have not completed their task list since the beginning, then it should be seen as a problem. **K. Dhillon** states that some people are really good at communicating while others struggle. **D. Maxion** states that we should bring up some of the members who have not completed the task or communicated for the next meeting. **B. Kuehnis** states that we could say who they are now, and vote on it in our meeting in two weeks. **K. Dhillon** states that they would be discussed in next week's personnel meeting and then we would vote the following week. **D. Maxion** states what are everyone's thoughts. **M. Baron** states that because last week was spring break, they should not be penalized. However, we could look at the week before spring break and this week for those who did not complete their task. If the person has not completed anything, it's like a person is not showing up for their ASI office hours. **D. Maxion** states that if you have three task and only completed two, it at least shows you are working on the task. We also didn't assign task during spring break and we considered to continue task this week due to our situation. **M. Castillo** states it seems this whole meeting has been about the lack of communication. I like the idea of M. Baron stated that we should look at if task were completed before and after spring break. I also think by creating a document that list how many tasks each person does. Because no one else controls the communication of who receives what task or who do they report too. I know D. Maxion and K. Dhillon work together to assign these tasks but at times it gets confusing on who you have to report too. This needs to be clarified in order to set expectation. **S. Valecha** states that the Board communicates with K. Dhillon or D. Maxion, meanwhile the Senate reports to me with any questions. **M. Castillo** states that Group Me doesn't work for every single person, we need to create an official way to communicate with everyone.

Motion to extend the meeting by ten minutes by **K. Dhillon**, second by **S. Valecha**, motion **CARRIED**.



K. Dhillon states that formally an email is sent out with all the details. Then, we just send reminders on the Group Me to check your email. **D. Maxion** states thank you for your feedback as we are navigating through this for the first time. We could have schedule meeting times in order to ask through in person interaction. **M. Baron** states that when it comes to communication, it comes down to the individuals to check in, since we communicate through various forms. **E. Pinlac** states that I do something similar, we meet everyday at 10:00 AM to check in with one another. It helps my routine and holds everyone more accountable. **D. Maxion** states that she is thinking of implementing this idea this upcoming week. We could host it every Friday and have mini breakout sessions for about thirty minutes. **B. Kuehnis** states would we have to ask for everyone's availability. **D. Maxion** states that we would delegate who will be the leaders of each group and then go into breakout sessions. I'm leaning more towards Friday due to having the tasks completed by that day. **M. Castillo** states that he loves the idea and Thursday might be better than Friday. This might allow a form of communication and take in the feedback that is giving. **B. Kuehnis** states that if they would have to communicate to D. Maxion or K. Dhillon or the executive committee. **D. Maxion** states that by allowing the executive committee to report back to K. Dhillon and me. This will allow for students to feel better supported. **K. Dhillon** states that this will help by having everything being documented and see where each person is at with the task.

1:06:14

- C. DISCUSSION ITEM – [ASI Student Government Position Appointment Policy](#)
The Personnel Committee will discuss the ASI Student Government Position Appointment Policy.

K. Dhillon states that this suggestion was brought to me by M. Castillo, since he had suggestions to the interview process. It made sense to me to put all this related to appointing position into one policy. In this policy it states how the senate, chair, ad hoc committees, elections committees, university wide committees, and specifics on how interviews proceed. **M. Castillo** states that we wanted to ensure consistency between people who are applying for the same position. As well as, helping identify any conflict of interest before the interviews starts, in order to balance out the process. **K. Dhillon** states that if you look at the policy it is combined into one, as well as, adding attachments interview and recommendations forms. **D. Maxion** states that the adding the policy's together is a good idea.

1:08:10



VIII. SPECIAL REPORTS:

No special reports.

1:08:12

IX. ROUND TABLE REMARKS

S. Valecha states that during spring break he was working with faculty members of the rapid action advisory committee in order to figure out how to help students when it comes to grades. We came up with grade recommendations, which needs to get approved first and will be hearing very efficient news soon.

1:09:01

X. ADJOURNMENT at **1:10 PM**

Minutes Reviewed By:

Executive VP/Chief of Staff:

Name: Kabir Dhillon

Minutes Approved On:

4-15-2020

Date:

