



Personnel Committee Meeting Minutes of April 15, 2020

I. CALL TO ORDER at 1:01 PM

II. ROLL CALL:

Present: Kabir Dhillon, Daisy Maxion, Melissa Baron, Siddharth Valecha, Riley Miller, Bronte Kuehnis, Martin Castillo, Erik Pinlac

III. ACTION ITEM - Approval of the Agenda

Motion to approve the agenda by **D. Maxion**, second by **S. Valecha**, motion **CARRIES**.

IV. ACTION ITEM - Approval of the Minutes of April 6, 2020

Motion to approve the minutes of April 6, 2020 by **B. Kuehnis**, second by **S. Valecha**, 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:

A. ACTION ITEM – Government Officer Concerns

The Personnel Committee will take action on sanctioning Antoinette Milano, Director of Concord Campus, in regard to her email correspondence.

Motion to sanction Antoinette Milano, Director of Concord Campus in regards to violating Code of Conduct, Section 1.4 Respect for Staff by **K. Dhillon**, second by **S. Valecha**

K. Dhillon states there was an email correspondence between Sneha, Erik and Antoinette. In that email Antoinette wrote in all capitalized letters and it was not a professional email. **E. Pinlac** states this would be her third sanction. The next step would have to go to the Board. He doesn't recommend going through with it because it was small error on her end, and they have worked it out. He does not recommend voting yes on this. **M. Baron** states it was a time that everyone was stressed, and she didn't handle the stress as well as they expected. She does not think that this is worth a sanction. **R. Miller** states she reached out to Erik and Sneha quickly to try and correct things. It didn't seem like big change that everyone held grudges.



Motion to sanction Antoinette Milano, Director of Concord Campus in regards to violating Code of Conduct, Section 1.4 Respect for Staff by **K. Dhillon**, second by **S. Valecha**, motion **FAILS**.

4:40

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – ASI Government Officer Concerns

The Personnel Committee will discuss Zaira Perez, Senator of Greek Life, and her communication in regard to her progress on Government Business Continuity tasks for the week of March 16.

D. Maxion states it is brought up for attention. In the Business Continuity task list a disclaimer was added. If the tasks were not completed or communicated by the deadline it would be brought up to the Personnel under Code of Conduct, Section 1.6 Responsibilities and Expectations. Some leeway is given to those who are assigned multiple tasks. Zaira was assigned one task and she was not able to communicate whether she worked on it, completed it or not. **S. Valecha** states he never heard from her about that specific task. She is being brought up to Personnel because they want to hold everyone accountable. For these tasks it clearly states on the document that communication is key. They are expecting them to finish the task all they want is to hear an update. That way they aren't blind sighted when they check back in with the Executive committee. **B. Kuehnis** asks if Zaira had multiple tasks and didn't complete one? **D. Maxion** states that she had one task which was to work on the COVID-19 resolution with Pam, but she didn't complete it or communicate. **K. Dhillon** states for that task he did reach out to them since they were all assigned that task. She said she would look at it but isn't sure if she got around to looking at it. Her tasks for that week were Greek Life communication where she sent a message on GroupMe and the Census video. He thinks it is just the lack of contribution on the Corona Virus Resolution. **D. Maxion** states Zaira sent in her Census video in late. **E. Pinlac** asks Kabir if they are meeting together this week. **K. Dhillon** states yes. **E. Pinlac** states to follow up and reiterate how important these tasks are to her. It might be that she is not being communicated directly. **K. Dhillon** states yes. He will follow up with her along with everyone else who has been brought up for communication issues. He will check in to see what they have done with those individual tasks. Whether or not it has been done or what their action plan is.

8:44





B. DISCUSSION ITEM – ASI Government Officer Concerns

The Personnel Committee will discuss Brittney Golez, Senator of CBE, and her communication in regards to her progress on Government Business Continuity tasks for the week of March 23.

D. Maxion states this has the same reason as Zaira. There wasn't much communication from her end. Everyone keep in mind that this is the first time they do task list. When these tasks were assigned to Brittney, they saw it as an opportunity in which she can transition into a potential new role for next years Board. But they didn't take account all the other tasks that she was assigned. **S. Valecha** states he didn't hear from Brittney which is fine because he did receive a follow up email from her after and she did cc Kabir. There was a communication barrier, but she explained her situation. She is being fluttered with assignments and she has other tasks. She did finish the Social Media Guideline, Communication Guideline along with the Emergency Fund Resolution. He isn't afraid of her progress. They just wanted to hold everyone accountable. **B. Golez** states that she did not understand the importance of communicating the efforts she was putting in for these tasks. She has sent an email to Daisy, Kabir and Erik to inform that on what was going on that week and why she wasn't communicating. She had three concerns and for the most part those concerns have been addressed as the week progressed. Her first concern was delegating time for ASI and at the same time working on her midterms. She compared how many tasks she was assigned to other Board members. She was assigned 6 tasks, but it was a lot for her to handle that week. It somewhat discouraged her from putting in extra effort and communication. Her last concern was the delegation of how many tasks were assigned per person. It is something that should be investigated and that was addressed this week. The support groups feel a lot more helpful and she doesn't feel overwhelmed as much. They should keep in mind that week was the week before spring break and that their due date was the first day of spring break. It was a weird mindset that they were quarantined and being home. For Personnel she just asks for forgiveness and understanding of what she was going through and what she was thinking. If anyone wants to see the email, she does not mind forwarding it to anyone.

13:07

C. DISCUSSION ITEM – ASI Government Officer Concerns

The Personnel Committee will discuss Omer Shakoor, Director of Sustainability Affairs, and his communication in regard to his progress on Government Business Continuity tasks for the week of March 23.





D. Maxion states that this is the same as Brittney and Zaira. There was no communication that week. Keep in mind that week was leading up to spring break and she did send the task list on Wednesday with a deadline. **O. Shakoore** apologizes for not communicating effectively during that time. When they first got the task list, he was getting adjusted to how the Board would be running. That week specifically he was between being in Hayward and moving back to Sacramento. He could have communicated better what he was doing in that moment because he knew there was deadline. Moving forward he knows that they have to check in by the end of the week. He has had well enough time to get adjusted to the system they are working with. He is making the proper adjustments to be successful.

15:18

D. DISCUSSION ITEM – ASI Government Officer Concerns

The Personnel Committee will discuss Riley Miller, Vice President of Communications, and his lack of contributions towards the AB 801 resolution, and communication in regard to his progress on Government Business Continuity tasks for the weeks of March 16 and March 23.

D. Maxion states that they are keeping everyone accountable. Riley did contact her after it was discussed in the previous Personnel meeting. It was also brought up because Karen and Dessiree notified her about lack of communication for the AB 801 resolution. The resolution is done but they mentioned that Riley did not contribute. **R. Miller** states that for the AB 801 resolution Karen emailed him on March 26 asking if they could start working on it. He replied that no one has started it, but he can start it the following day and he never heard back from her. On March 30 Karen reached out to him saying that she never heard back from him. The document that she made was never shared with him so he couldn't do a lot with that. As for the communication for the weeks March 16 and March 23 has been difficult. He had two midterms before spring break, and he was getting use to the quarantine. He was working on the newsletter that has been finished. He just figured that because he was only assigned to a couple items, he would work on it as quickly as possible and be able to get it to you. With everything changing with COVID and getting all the links and resources it kept pushing him. He didn't want to submit something that did not have everything that he thought was important. That is his fault because he should have been clearer with that.

18:55



E. DISCUSSION ITEM – [ASI COVID-19 Temporary Paid Administrative Leave Policy](#)

The Personnel Committee will discuss ASI COVID-19 Temporary Paid Administrative Leave Policy.

E. Pinlac states to look over the document. If one of the employees is affected by COVID-19 this provide temporary administrative leave. As of right now all the staff and student assistants are working remotely which is a bit different from other departments. Some student assistants can't work right now but they found some tasks for all the student assistants to work on. If those tasks do run out, they can put them in administrative leave under this policy. There is a maximum number of hours for them which is the 128 hours and for full time is 256 hours. These numbers are subjected to change as necessary if the shelter at home extends. Originally it was only half of this but because it was only supposed to go until April and now it is until May. This might change and it will be brought up to Personnel with the update changes. For the most part this gives leeway to folks who are unable to work due to an illness or caring for someone with an illness or if they can do their job due to COVID-19. The last one is if their school or daycare is shut down and they can't go to work. This would provide administrative leave for that. It is word for word what the University and the Chancellor Office had put forward it is just put in our format and the wording was update s bit so it can be easier to read. He does not anticipate putting anyone on administrative leave right now, but he would like to have the option if it came up. For example, some of the student assistant positions can't be done anymore. This would just be an extra layer of support for their employees. Their policy does covers student assistants whereas the University policy does not. **M. Castillo** states that it does include student assistant. It wasn't written to include student assistants, but they are interpreting it to include student assistants as well.

23:54

F. DISCUSSION ITEM – [ASI Code of Conduct](#)

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

K. Dhillon states it is regarding to the potential changes that are being proposed. These are just some remarks that Martin made back in August that were made after the document was approved. Some of it is including in Section 1.6 that instead of everyone meeting with the Executive Vice President/Chief of Staff on a monthly basis. They will be implementing the point of contact system. Everyone is supposed to meet with their point of contact on a regular basis. It will be on a





need by need basis. Section 1.7 needs revisions and changes. It would strike out one section and referring it back to Student Conduct. In Section 1.9, they would strike out Human Resources and replacing it with ASI Executive Director or designee. In Section 1.11 referring that appeals can be made for the first and second sanctions but not for the third one because it goes to the Board Directors for removal. In Section 1.2 they would include that a member may not use their office for personal gain. Martin suggested using an example like the issue of people rerunning for ASI. The office space is not a place to be planning for that. **M. Castillo** states that Kabir explained all the edits. **K. Dhillon** states that he will be sending it to the Board for approval next week.

26:20

G. DISCUSSION ITEM – [ASI Executive Director Performance Review Process Policy](#)

The Personnel Committee will discuss making potential revisions to the ASI Executive Director Performance Review Process Policy.

K. Dhillon states that he edited the old document. He just included how the procedure works. Going forward the ASI EVP will know how the process works and has an overview of what they should be doing. It also indicates that it would be discussed under closed session because Erik is a professional staff. At the end of Fall semester, the Board of Director gets mid-year reviews. The feedback it sent to Erik and Martin. Martin work on composing the entire review. M. Castillo states in the past Erik had requested getting feedback mid-year. That way he had time to correct anything that he needs to. For the University sake, there is a template that he uses. He uses all the feedback he gets and finds a way to put that into the Annual Review for the University and brings it to the Board before sending it to HR.

28:19

VIII. SPECIAL REPORTS:

No Special Reports.

IX. ROUND TABLE REMARKS:

E. Pinlac hopes that the everyone is safe and that everyone is adjusting to their online classes. There is a month left of classes so stay strong. Keep your head up and do what you must do. Special Events have been putting forward some events as promised. This week is The Love Doctor and it is being done over zoom and next week is the spoken word event. It will be on social media and they will post the date and times. They are





trying to do events remotely and this is a great step for them as an organization. In the future they can do these events along with their normal programming. Just imagine how much better they can do for their students.

D. Maxion states she is meeting with President Morishita tomorrow to get a couple of updates. If you have any concerns coming from students regarding some of the new changes. One of the major changes that happened this week was COVID-19 testing happening on campus. If you have any suggestions or student concerns that want to be brought up, send it to me before tomorrow.

K. Dhillon states he is working on digitalizing their transition binders. Since they are all working at home it is a bit impossible to update the physical binder. It is also sustainable to have digital binders. He will be sending it out next week for everyone to start working on it.

M. Castillo asks Daisy to get student input on the 14-million-dollar federal funding that the University recently got. It is called the CARE act and over half of that is supposed to go to students. A little bit over 7 million is supposed to be given directly to students to help with different things. They are trying to figure out what those priorities should be. He believes students need to be on that task force.

X. ADJOURNMENT at 1:32 PM

Minutes Reviewed By:

Executive VP/Chief of Staff

Name: Kabir Dhillon

Minutes Approved On:

4-29-2020

Date:



