

**Personnel Committee Minutes October 23, 2019**

- I. CALL TO ORDER at **1:01PM**
- II. ROLL CALL  
**Present:** Kabir Dhillon, Daisy Maxion, Riley Miller, Siddharth Valecha, Martin Castillo, Bronte Kuehnis  
  
**Absent:** Melissa Barron
- III. ACTION ITEM - **Approval of the Agenda**  
**Motion** to approve the agenda by **S. Valecha**, second by **R. Miller**, motion **CARRIES**.
- IV. ACTION ITEM - **Approval of the Minutes of October 9, 2019**  
**Motion** to approve the minutes of October 9, 2019 by **S. Valecha**, second by **D. Maxion**, motion **CARRIES**.
- V. ACTION ITEM - **Approval of the Minutes of October 11, 2019**  
**Motion** to approve the minutes of October 11, 2019 by **B. Kuehnis**, second by **S. Valecha**, motion **CARRIES**.
- VI. 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.
- VII. UNFINISHED ITEMS:  
No Unfinished Items.
- VIII. NEW BUSINESS ITEMS:
  - A. DISCUSSION ITEM – **Board Member Concerns**  
The Personnel Committee will discuss Antoinette Milano, Director of Concord Campus, in regards to seating the ASI Concord Campus Committee.



**K. Dhillon** states that he had set a deadline for any committee members to be appointed. So far, there are no recommendations for the Concord Campus committee and it is way past the deadline. **A. Milano** states that before the meeting she and Kabir talked. She has people committed to being in the committee; however, she did not know she had to fill out the recommendation form. She apologizes and has already started working on the forms and hopefully it will be done by Friday. She just learned that she can't have more than five committee members and right now she has about eight. She will have to find out who is solid and who is not. **K. Dhillon** states that according to the ASI committee Codes the Concord Campus committee can have up to three to four Student-At-Large. The Personnel committee did provide you feedback regarding attention to detail and this shows lack of attention to detail. The committee will discuss whether they do or do not they want to peruse sanction. **R. Miller** states that she should not be sanctioned. She currently has more than enough students that want to be part the committee. Maybe try to have set game plan and know what direction you want to go. Also, double read emails so you won't miss anything. **B. Kuehnis** states since she already has all her members chosen and interviewed. If the recommendation is completed by Friday, she can submit it to me before the deadline for Board of Directors meeting items. That way it can be discussed and then vote on it so your committee can begin holding meetings. **S. Valecha** states that from the looks of it the Concord Campus committee won't be able to hold meetings until the end of November. Since, she still has to choose members, recommend them and then set a date for meetings. **D. Maxion** states that the first two sanctions are warnings and the third sanction you are ground for removal. It would be an opportunity to learn and really pay attention to detail. It had been brought up twice and we don't want you to feel intimidated to ask questions. We want to have more communication. Maybe from our end we can check up on you more. I am very admin about meeting deadlines because other Board members have met these deadlines. **K. Dhillon** states that the first sanction would be a written warning. I don't want to allow our Government Officers to think that deadlines are flexible and if you miss it that it is okay. If there is no communication about the deadline than it is an issue. **A. Milano** states that she did not have the recommendation form and it was not given to her. She now has it and will be starting it for each of her applicants. **K. Dhillon** clarifies that the form was sent many times through email. It goes back to not paying attention to detail. We aren't acting on it today but we are discussing whether we should or shouldn't give sanction. **B. Kuehnis** states that a sanction is a good way to keep our members accountable. I would be for it



because it is not fair to those who did get it done on time. **S. Valecha** agrees with Bronte because we need to keep ourselves accountable. **D. Maxion** states that it is not only on you but it helps us understand how to better help Board members. **B. Kuehnis** states that Erik did mention it is more difficult to maintain communication with the Director of Concord due to the location difference. That is where we put extra effort. **K. Dhillon** states that it is a 50/50 way and we are reaching 50 and we expect you to reach us half way. In regard to emails, the first one I sent with all the forms was back in August. I sent it again several times over the course of September and October. On my part I sent several reminders regarding this. I am leaning towards a sanction. **M. Castillo** states that as long as we are consistent because this happens every year. It is not meant to be a punishment it is more of a reminder. Kabir has already given informal warning by sending the emails so a formal sanction is suggested. **R. Miller** states that he understands that forming a committee was difficult. It took him a while to form his committee because he has never had one and was not familiar with ASI stuff but he did ask a lot of questions. Antoinette should not get a sanctioned.

12:56

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

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

**E. Sanchez-Martinez** states her first recommendation is Jasmine Domino she is the current President of the Black Student Union and has a lot of experience in programming. She has the personality and experience that is essential for a successful committee. She also brings us closer to the Black Student Union which is another channel that we need to open up. The other applicant is Nishit Patel. He is a Graduate student who was part of O-Team where he got his Bachelor's where he did a lot of event planning. His Bachelor's in Business Administration and he is currently working on Business Analytics. He would be perfect because he can help me with the finance part. He will make sure we make smart financial decisions. He would also help in getting the Grad student point of view in programming. Hopefully with these two my committee is set. **Y. Ortega-Huerta** states she has five recommendations. Her first one is Karen Iniguez a Political Science student who has Local and Federal experience by working in different offices in the Bay Area. She brings in the political aspects that is needed in the committee. She is really good at understanding how these offices work and the importance of outreach. Which is critical



and I need someone else to understand. The second recommendation is Bidemi Animashaun and she was the President of BSU for the last three years. She did it all on her own and built BSU from the ground up and is an advisor to the current BSU president. She brings in perspective, initiative and she is hungry for change. The third recommendation is for Madison Jeong she is a third year with a major in Sociology. She will bring in a different perspective to this committee. When you talk to her she sounds inspirational in the way she talks about society. She has a good grip on us as individuals and how students contribute the larger world. My forth recommendation is Julissa Madrid and she majoring in Psychology. She is very different from all the other applicants. She is very detail oriented, hard worker and driven to find small mistakes. I believe that is needed in the committee especially when looking at numbers and statistics. My last recommendation is for Imaad Ghazali. He is a business owner for three business that are national. He has insight on the business world. He is very conservative leaning and it will be interesting. He will bring in a different perspective which will allow us to discuss items in an unbiased basis. **D. Maxion** asks if some of them are for Lobby Corps and Legislative Affairs. **Y. Ortega-Huerta** states that they all applied for both. Our meeting is every Thursday from 12PM to 1PM.

18:58

C. DISCUSSION ITEM – **ASI Senate Meeting Attendance**

The Personnel Committee will discuss Senators who are unable to attend ASI Senate meetings.

**S. Valecha** states Daisy Padilla and Jocelyn Baldon are not able to attend Senate meetings. For Jocelyn, the meeting time conflicts with her practice which is early in the morning. **D. Padilla** states that she has Biology Lab from 8AM to 10:25AM and the meeting runs from 9:30AM to 10:30AM. Sometimes she does finish early but it is not always the case. **K. Dhillon** states if she could detail all that information about her class and send it. Also, include if you need that class for graduation. **S. Valecha** states to CC him in the email. **D. Maxion** asks if it affects quorum. **S. Valecha** states that it does not. **E. Sanchez-Martinez** states that it might be too late to drop classes. So even if she didn't need the class she wouldn't be able to drop the class. **K. Dhillon** states no one is asking her to drop the class. We just need all the information to create the exception. I will get Jocelyn's information and I will write up a memo that will be voted on next meeting.

21:45



D. DISCUSSION ITEM – [ASI Senator of CEAS Recommendation](#)

The Personnel Committee will discuss recommendations for ASI Senator of CEAS.

**K. Dhillon** states that there were three applicants. One of them was ineligible and the other two were given the opportunity to apply for an interview. Only one of them did. The one who applied for the interview is Daniel. Daisy, Siddharth and I were the ones who sat in his interview. **S. Valecha** states that he is a great person but I didn't see that drive from him. He was super casual, didn't have a plan and didn't really know what the position consisted of. I am for the learning aspect of it but if he has no drive, will he be able to do it. **K. Dhillon** states he is a great person but he didn't really come with any initiatives to peruse. He didn't really have a clear understanding of the role. In the end there were two do not recommends and one recommend with reservations. The search will just continue until we find an applicant we want to recommend. **D. Maxion** states that this will affect the other Senators in getting their apparel. **K. Disharoon** states he might just order them because this is taking way to long. **D. Maxion** asks if they have a minor in CEAS will it count. **K. Disharoon** states yes. That is the point of clarification he got from Erik. **D. Maxion** states that it will help us in our search.

25:16

E. DISCUSSION ITEM – **ASI Government Office Hours Review**

The Personnel Committee review Office Hours, and the procedure for Office Hours accountability.

**K. Dhillon** states he has looked at everyone's office hours for this week. I am able to see the exact number of hours and minutes that everyone spends in the office. I am also able to see when someone clocks in and clocks out on any given date. I can also see if there are any comments. The way I am reviewing it is, at the end of the week the total should add up to the total hours everyone is suppose to serve. For Senators it is four hours, President and Directors is five hours, Vice President is six hours. If hours don't add up to the exact amount I will be emailing them asking why their hours don't add up. They will be able to do extra time the following week or they can use time they did a previous week. It is clear how many hours are being put in. It is easy to see if everyone is meeting the amount that is specified by the Code of Conduct. If they are unable to meet their office hours for a second time then it will be brought to Personnel Committee. The grace period for technical difficulties is pretty much over. There are instances people forget to clock



in or clock out. If that happens, they will have to send a memo stating that they were in the office from this time to that time. As well, as provide any people that can verify they were in the office during that time. **M. Castillo** asks if tabling or any other event outside the office counts for their office hours. **K. Dhillon** states that meeting, tabling for events or attending events counts. **K. Disharoon** states because they have the app on their phone they can clock themselves in while they are at an event and when they leave the even they can mark themselves out. **K. Dhillon** states if they're unable to do their office hours they have to send a memo explaining why they are unable to. They will also have to include the arrangements they have set up in order to make up those hours.

**30:18**

IX. SPECIAL REPORTS:  
No Special Reports.

X. ROUND TABLE REMARKS:  
D.Maxion states good job to everyone.

XI. ADJOURNMENT at **1:32PM**

Minutes reviewed by:  
**Executive VP/Chief of Staff**  
Name: Kabir Dhillon

Minutes Approved On:

Date:

