

Personnel Committee Meeting Minutes of November 13, 2019

- I. CALL TO ORDER at **12:04**
- II. ROLL CALL

Present: Kabir Dhillon, Daisy Maxion, Melissa Baron, Siddharth Valecha, Bronte Kuehnis.

Late: Riley Miller, Martin Castillo.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of November 13, 2019 by **S. Valecha**, second by **B. Kuehnis**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of October 23, 2019**
Motion to approve the minutes of October 23, 2019 by **S. Valecha**, second by **M. Baron**, motion **CARRIED**.
- V. ACTION ITEM - **Approval of the Minutes of October 28, 2019**
Motion to approve the minutes of October 28, 2019 by **B. Kuehnis**, second by **S. Valecha**, motion **CARRIED**.
- 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:
 - A. ACTION ITEM – **Government Officer Concerns**
The Personnel Committee will take action on sanctioning Antoinette Milano, Director of Concord Campus, in regards to seating the ASI Concord Campus Committee.
Motion to suspend the rules of taking items in proper order to take up new business items, discussion item B by **K. Dhillon**, second by **D. Maxion**, motion **CARRIED**.
K. Dhillon states that P. Chudinov has a class at 12:30 PM.



Motion to suspend the rules and proceed with discussion item B by **ALL**, motion **CARRIED**.

Motion to adopt the sanction for Antoinette Milano Director of Concord Campus by **B. Kuehnis**, second by **S. Valecha**, motion **CARRIED**.

K. Dhillon states that the letter outlines section 1.6 Responsibilities and Expectations of the Code of Conduct that A. Milano has violated. In this case, it is sending recommendations for the Concord campus committee. **M. Baron** states that if any measures have been taken for her to find committee members. **K. Dhillon** states that A. Milano has recently sent him recommendations. **E. Pinlac** states that we are discussing today. **K. Dhillon** states yes.

Motion to sanction for Antoinette Milano, Director of Concord Campus by **ALL**, motion **CARRIED**.

5:32

B. ACTION ITEM – ASI Senate Meeting Attendance

The Personnel Committee will take action on excusing ASI Senators who are unable to attend ASI Senate meetings due to class.

1. Daisy Padilla, Senator of Science
2. Jocelyn Baldon, Senator of Athletics

Motion to excuse D. Padilla and J. Baldon from ASI Senate meetings with the attached memos by **K. Dhillon**, second by **S. Valecha**, motion **CARRIED**.

K. Dhillon states that the memos state that D. Padilla and J. Baldon have class during the ASI Senate meetings. They will be unable to attend. **S. Valecha** states that D. Padilla has class and J. Baldon has practice. However, they both are on top of their positions. **E. Pinlac** states that because D. Padilla is part of the Board. She does get priority registration. Next semester, she will not be exempted.

Motion to excuse Daisy Padilla and Jocelyn Baldon from ASI Senate meetings this semester by **ALL**, motion **CARRIED**.

6:48

VIII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – ASI Committee Member Appointments

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



K. Dhillon states that this appointment was supposed to be for the Concord campus. He received three recommendations. **B. Kuehnis** asks how many are set in her committee. **K. Dhillon** states four in total. The first one recommended is Carlos Ruiz. **K. Dhillon** states that there might only be two. **B. Kuehnis** states that she wouldn't meet quorum. **M. Baron** asks if Antoinette made a mistake with the names because it seems like she has different descriptions for the recommendations. **K. Dhillon** states that maybe for the second one she might have not changed the name. **D. Maxion** states that in one recommendation it states her. **K. Dhillon** states that she states the same thing for each of them. **E. Pinlac** suggest doing a recommendation for two of them. **M. Baron** states that we aren't sure that that these are the correct people. **K. Dhillon** states that he will send these back and have Antoinette redo them and send it back to us. **D. Maxion** states that one of them is consistent. **E. Pinlac** states they can recommend Tony and Carlos. **D. Maxion** states that she isn't sure which Carlos to recommend. **M. Baron** states that the pronouns are conflicting each other. **K. Dhillon** states that they can move with Tony's appointment and we will send the other two back. **R. Miller** asks if they were to send it back and we check everything. When would they be appointed? **B. Kuehnis** states that we can appoint the one who get recommended today at the next Board of Directors meeting. For any new ones we would have to go through the process of discussion. **R. Miller** states that it would maybe take two to three more weeks. **E. Pinlac** states that next week will be Board meeting. The week after that is Executive and Personnel. **S. Valecha** states that in two weeks we have Thanksgiving break. **B. Kuehnis** states that it adds another week. **E. Pinlac** states that December 4th will be the last opportunity. **M. Baron** asks if it's possible to contact Antoinette and ask her to clarify then come back to this item. **R. Miller** ask if they can table it. **K. Dhillon** states that they can table it if they want to. **M. Baron** states that they should table it and she will contact Antoinette.

Motion to table discussion Item ASI Committee Member Appointments by **B. Kuehnis**, second by **S. Valecha**, motion **CARRIES**.

12:14

B. DISCUSSION ITEM – Government Officer Concerns

The Personnel Committee will discuss Peter Chudinov, Senator of International Students, and his inability to attend the ASI Winter Retreat.

P. Chudinov states that he is the Senator of International Students. **P. Chudinov** is an international student as well. I am traveling to my home country, Russia. I have ordered these tickets before taking on the position. Changing the day and time of my flight will cost me about \$1,000.00. Unfortunately, I am unable to make this financial sacrifice. However, I



will be taking notes from the Senate and the Board. In order to fill myself in, during what happened in the meeting. That way I am not missing any important information. **E. Pinlac** states that P. Chudinov should provide a copy of his flight itinerary, just to have on record. **D. Maxion** states that it should show proof that he bought the tickets prior to your roll. When you got assigned to the roll. There was a list of important dates for you to be aware of. **K. Dhillon** states that P. Chudinov to send him the details of his itinerary. In order to proceed to write an excusal letter.

4:14

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

The Personnel Committee will discuss Freshta Sharifi, Senator of Diversity, in regards complaint from a university staff member for Undocumented Student (“Undocu”) Task Force tabling absence.

D. Maxion states that during our Undocu Week of Action plans from two weeks ago Freshta had signed up for a tabling event. A University Staff member from the Task Force notice that she did not show up or contact them. We received that complaint and this ruffled the relationship between ASI and the Office of Diversity. Due to the fact that the event was a collaboration effort. The Staff member did not see much of ASI support. **S. Valecha** asks if Freshta is going to be here to explain her side of the story. **D. Maxion** states no. **S. Valecha** states that he reached out to her. She told me that she missed one day of tabling which was Tuesday. However, Freshta did table the other days. **M. Baron** states if they have an official check in list. **D. Maxion** states yes. **S. Valecha** states that he messaged Freshta asking if she missed her tabling hours. Freshta responded saying yes that she missed it on Tuesday. **D. Maxion** asked if she states. **S. Valecha** states no. **B. Kuehnis** states if she was aware that she was going to be brought up in the Personnel meeting. **D. Maxion** states yes. **M. Baron** asks how serious her missing tabling is. Is there is anything that she can do to make it up to them. **S. Valecha** believes that they are mostly upset because she didn’t communicate with them. She hasn’t been good communicating and has been missing meetings. I have spoke to her multiple times. She had a meeting with Daisy, Bronte and Yajaira about the Week of Action but she missed it. **K. Dhillon** states that it is one thing to miss tabling for ASI. But if you miss tabling and it is with someone then it is not good. At the end of the day it looks bad on ASI. **B. Kuehnis** clarifies if it makes it more serious that it wasn’t just an ASI event. It was also a collaboration. **E. Pinlac** states that this would warrant a sanction based on her duties. It will either light a fire under her or she will resign. If she is missing meetings it shows me that ASI is not a priority for her. The reputation of ASI is important and they don’t even recognize the individuals. It looks bad on us. Either we do or she needs to come with



something that will make up for it. She can write an apology letter or host an event but she will have to do something. **S. Valecha** states that Freshta CC's him in every email that she sends. She has a meeting with Rocio on the 13th and a meeting with the FDEC on the 14th. **K. Dhillon** states that this discussion is to see if we find this sanctionable or not. Or if it this will be a warning. **S. Valecha** states sectioned. She has been messing up since she got appointed. **M. Castillo** states that he didn't hear about any student missing tabling. He contacted Rocio asking if she is aware of anyone missing tabling. Rocio stated no but she will look into it. **E. Pinlac** asks if they can know who made the complaint. **D. Maxion** states that it was Rocio. **M. Castillo** states that Rocio is checking.

Motion to suspend the rules which allow you to take up items in their proper order to take up Discussion Item F- Government Officer Concerns regarding Yajaira Ortega-Huerta by **K. Dhillon**, second by **S. Valecha**, motion **CARRIES**.

K. Dhillon states the reason for this is because Yajaira has a meeting after this.

20:02

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

The Personnel Committee will discuss Riley Miller, Vice President of Communications, and the tabling process and organization.

R. Miller states that it has been a messy semester. I was not as communicate on assigning people to set up tabling. I have class Mondays through Wednesdays 11:00 AM until 3:00 PM. It was difficult to table during a consistent time. Due to not having class this week. I took the opportunity to table. It was very successful, we interactive with various students. Ashley, Daisy Padilla and I were having fun with the students. Such as asking them questions about ASI. For next semester, I have more free time to table. I am trying to create a schedule that works for me. I do have an internship that I have to do for one of my classes. It should not be getting in the way of ASI. We can communicate what we have done through the year already and what still needs to be done. **M. Baron** states that we should find another approach to table during the spring. Due to the weather in the spring being rainy and cold. It's better to table during events that are indoors. For example, if there is a movie night, you could table and talk to students while the movie is being prepared. **M. Castillo** states that he doesn't know what the concerns is. **K. Dhillon** states that the concern is the government has not organized consistently or organized fashion. In the past, M. Baron would state the days they will table. Everything will be set up prior to tabling. This semester it hasn't been happening. **M. Castillo** states what should be the expectation. For example, tabling once a week or every two weeks. **K. Dhillon** states that it's up to R. Miller. Once a week would be great. There should be a set schedule when tabling will occur. At the moment, there isn't a



set schedule and we are not tabling. **M. Castillo** states that his concern is that people have done it in different ways. I'm having a hard time understanding what the standard is. **M. Baron** states that in the job description each person has to organize tabling. The issue is that there hasn't been any set up or guidelines. **K. Dhillon** states as long as it is organized and well structure. In order for everyone to be aware of the expectation that R. Miller has. As well as, not having to organize tabling for ourselves. I know at times it is a process to let communication know how many prize items you want ahead of time. **M. Castillo** states if R. Miller knew what the expectation consist of. **R. Miller** states that in the beginning of the semester I talked to K. Dhillon. About how my schedule looked like. K. Dhillon suggested to try to work out a schedule to table. **R. Miller** states that he takes responsibility for not taking the time to learn the commitment of doing the full responsibilities of the job. In the code of conduct it states that tabling is for one hour and could be done during office hours. **E. Pinlac** states that R. Miller does bring up an issue. I was looking over the bylaws and admin manual. It does not specify his responsibilities on tabling. However, it was communicated in one of the earlier meetings this year. It's also in the transition binder. Due to every VP of Communication doing tabling in the past. It's almost as an implied responsibility, since everyone has done it that way. How would you organize tabling better for next semester? **R. Miller** states from receiving feedback from the board. I was told that keeping people accountable for tabling was very difficult. We have an active Board. However, I will come up with a consistent schedule and a way to make sure everyone attends scheduling. I do know now the process of tabling consist of. Before, I would email Kris Disharoon and ask for tabling items. I will try to create a schedule that alternates tabling. As well as, looking for the best area to table. I know next semester the new CORE building will start to be built. The concrete tables in front of the bookstore have been a great area to table. However, you cannot reserve those tables. I do have winter break to prepare for tabling. **M. Castillo** states that he will take action based on what I interpret what the responsibly is. Part of it is flexible due to people being able to table for different events. Only if tabling could be interpreted as attending events. For instance, I know B. Kuehnis has attended a couple of times for Know Your Rights events. Is that considered tabling? I'm just struggling on this one. **K. Dhillon** states that he sees what M. Castillo means. Personally, I am inclined to have a plan set forward to have a more structured and organized tabling. **R. Miller** states that moving forward. He will take a look at the code of conduct to see what it says about tabling. **K. Dhillon** states that R. Miller has two former VP of Communications to help out. **M. Castillo** states that Karen is super strict about balance. I like what M. Baron was saying about how one can interpret tabling.

44:17



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

The Personnel Committee will discuss Melissa Baron, Vice President of Finance/CFO, and concerns regarding club funding.

M. Baron states that the funding process has been complicated and unclear. We started off the year wanting to use the new Bay Sync. **E. Pinlac** did suggest to not use Bay Sync due to not being completely ready. I ignored his advice. We later on used Google Forms. At this point everyone was confused including me. Moving forward, we will be using the old Bay Sync. **E. Pinlac** states that now that **M. Baron** has her committee. You can work on the communication with students, and clubs and organizations. I am getting a lot of complaints from student life. I know recently, you have sent a memo to Kendrick. Who was supposed to send it out to all users of Bay Sync. In order for everyone to be clear about what is going on moving forward. If you hold office hours at student life it would show that, you are actually here to help them through the process. Due to all the confusion, students don't know who to go to. I think this year; we adapted **Sneh** and her student assistants to this roll. We do send students to **Sneh** or her team due to them being here all day. When it comes to office hours, stick to those hours. If not send a memo. Everyone's office hours are on the board. Therefore, if a student comes in during your office hours and you're not here then it would be an issue. **M. Castillo** states what is the concern. Is it the money not been awarded? **E. Pinlac** states that part of it is the club funding. The main thing is communication. Due to knowing that you do work behind the scenes. However, the students or student life doesn't know that. The automatic perception of this is that you are not doing anything. **R. Miller** states that if we are working with student life to review the forms that have been submitted to Bay Sync. **M. Baron** states that forms like the Club, Travel, and SEED funding are all updated. **E. Pinlac** states that we will be using the old Bay Sync. Due to the new Bay Sync not being ready. The University actually paid another year to use the old Bay Sync in order to help all departments on campus have access to forms.

49:24

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

The Personnel Committee will discuss **Yajaira Ortega-Huerta**, Director of Legislative Affairs, and her inability to attend Board of Director meetings in the spring 2020 semester.

Y. Ortega-Huerta states that she is trying to graduate spring 2020. I am taking my last redo course to graduate. This course will interfere with the Board of Directors meeting. The course will be meeting once every two weeks. However, I am not sure how the course is set up. Due to having an unassigned staff member teach the course. Unfortunately, I will be missing the first hour of the meeting. **B. Kuehnis** states that if the course aligns right. You



will be having class the days we do not have Board of Director meetings. **Y. Ortega-Huerta** states yes. Due to taking the course before. I know how it is structured. It will be up to the professor to determine when the activities will be held. **E. Pinlac** states if there is another section. **Y. Ortega-Huerta** states yes. However, the class will be taught by the professor who taught the class before. In which I failed. I've taken multiple courses with this professor and have not done so well. It is my last opportunity to take this class. I feel like I would have a better chance passing the course with a new professor. I will make sure to have all my reports done prior to Board meetings. As many know, I do announce a lot of events during the Board meeting, I will have someone do that for me. **M Castillo** states if Y. Ortega-Huerta has missed a Board meeting this term. **Y. Ortega-Huerta** states no. **E. Pinlac** states that he does has conflicted with this. Due to there being another section open. However, like you've mentioned, you haven't succeeded with that professor. I know academics is higher than ASI. Though, you do have a commitment to your position. If you miss a Board meeting, you will be missing a lot. That is where I have my conflicted. I have brought up this issue with D. Maxion and K. Dhillon. I will also like everyone's opinion about it. You are a graduating senior, you are within the policy. As well as, in the policy it states if there isn't any alternate section. **M. Castillo** states that taking the course with the same professor is not a smart decision. I think a lot of what Y. Ortega-Huerta does is outside the Board meetings. Such as CSSA and a lot of programming. I do see another side of where E. Pinlac is coming from. However, if the class schedule works to her benefit. That would be perfect. If it doesn't, then the most she will miss is the first half of the meeting. **Y. Ortega-Huerta** states that she is trying to be transparent as she can. She does understand the responsibility she has to the Board meetings. She will be working with R. Miller to do Podcast. In order to announce what she is doing not only to the committee but to the East Bay community as well. **B. Kuehnis** states that Y. Ortega-Huerta has brought several items to the Board meetings. As well as, stating what she is doing outside the Board meetings. **E. Pinlac** states if she can show documentation of the course and term you took the course. I'm okay with it. It seems like everyone is okay with it. **K. Dhillon** states to send him when you took the course and the course you are going to take now. **M. Baron** states to not let other matters shadow over ASI. **Y. Ortega-Huerta** states that she understands her concerns. She will be doing better. **D. Maxion** states if this is a general education course. **Y. Ortega-Huerta** states that it was part of her major requirement. Due to changing her major, it is not anymore. **K. Dhillon** states what the course title is. **Y. Ortega-Huerta** states Genetics Analysis One. **D. Maxion** states to send her the potential schedule for next semester. From there, we will see if there is another option.



Motion to extend the meeting until 1:50 PM by **K. Dhillon**, second by **D. Maxion**, *motion CARRIED*.

K. Dhillon states the reason is because the Chancellor search is happening right now. We will extend and recess.

Motion to extend the meeting until 1:50 Pm by **ALL**, motion **CARRIED**.

Motion to recess until 1:00 Pm by **K. Dhillon**, second by **D. Maxion**, motion **CARRIED**.
Personnel meeting is reconvening at **1:09 PM**

32:10

G. DISCUSSION ITEM – **Senator of Transfer Students Resignation**

The Personnel Committee will discuss the resignation of Senator of Transfer Students David Villalobos.

K. Dhillon states that a couple weeks ago David Villalobos sent in his letter of resignation. David had various duties around his life and felt he could no longer uphold the position. The position has been posted online. **D. Maxion** states what does the process look like now that we are ending our semester. **K. Dhillon** states that the recommendation will have to start early next semester. **M. Castillo** states can we shoulder tap specific organizations. For example, Transfer Honor Organization, GANAS, Sankofa, or something transfer student based. **E. Pinlac** states that we also have to recruit for Senator of CEAS. Two senate positions will be opened up. **R. Miller** states that the process will start early next semester. That would mean that they would miss Winter Retreat. **K. Dhillon** states yes. **R. Miller** states that his concern is that senators will come in and feel too much pressure. As well as, not knowing what to do. They would need to have a smooth transition or else it would be like nothing happened. Is there any way we can rush to get them to get appointed? Unless, at least have a whole book or section ready of what they need to do. **K. Dhillon** states that based on the interview it would be the week we come back from thanksgiving. However, looking at everyone’s schedule, including my own. I know it is going to be a hectic week, due to the end of the semester. Regarding the book, I do think that’s a good idea to help them transition to the position. If you want you can take the lead on it. We will make sure to provide you with the content and you can put it together. **E. Pinlac** states that K. Dhillon has transitioned in new members. Senate positions are designed that anyone can come in and fill in the roll. It’s an entry level to ASI. Therefore, I don’t think they will miss too much except the retreat. There’s a lot of things going on right now like, thanksgiving, finals and winter break. I think it’s best to hold off. **R. Miller** states do we have meetings during break. **E. Pinlac** states no.

53:38



IX. SPECIAL REPORTS:

Motion to take off the table discussion item A by **B. Kuehnis**, second by **K. Dhillon**, motion **CARRIED.**

53:57

X. ROUND TABLE REMARKS

K. Dhillon states happy birthday to M. Baron. **E. Pinlac** states happy late birthday to B. Kuehnis. **B. Kuehnis** states that her birthday was Saturday.

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

Minutes reviewed by:

Executive VP/Chief of Staff

Name: Kabir Dhillon

Minutes Approved On:

12-4-19

Date:

