Personnel Committee Meeting Minutes for July 22, 2020

I. CALL TO ORDER at 12:02 PM

II. ROLL CALL
Present: Euridice Pamela Sanchez, Hoang Dao, Omer Shakoor, Anjelica De Leon, Brittney Golez, Martin Castillo, Erik Pinlac.

III. ACTION ITEM - Approval of the Agenda
Motion to approve the agenda of July 22, 2020 by B. Golez, second by A. De Leon, motion CARRIED.

IV. ACTION ITEM – Approval of the Minutes of April 29th, 2020
Motion to approve the minutes of April 29th, 2020 by O. Shakoor, second by E. Pamela Sanchez, motion CARRIED.

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.

4:22

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – ASI Chair of the Board Appointment | CLOSED |
The Personnel Committee will discuss the interviewed applicants for appointment to the ASI Board of Directors.
Motion to go into closed session for discussion item A by B. Golez, second by E. Pamela Sanchez, motion CARRIED.
H. Dao states after coming back from closed session. We are recommending only one person out of the seven, which is Kabir Dhillon. In the next personnel committee meeting we are recommending the board to talk action into recommending Kabir Dhillon.

6:49
B. DISCUSSION ITEM – ASI Office Hours Accountability

The Personnel Committee will discuss an effective plan to uphold the accountability for all Board members serving during the current Summer Term.

H. Dao states he has a presentation to show to everyone. I have created a three line of action. The first is being accountable. I will be working with Kris to start using a clock in and out system. This will be used to make sure everyone is arriving to their office hours on time. Next be accessible, we will be using our positions email account to create zoom meetings to hold during office hours. Lastly, be achieved, we will accomplish this by voicing the concerns students have when they need us. I have created a module for the zoom addition office hours people will be hosting. You will have a professional headshot of you, your position, zoom link, and office hours information. This will go into effective starting fall semester.

Motion to extend the meeting by five minutes by E. Pamela Sanchez, second by B. Golez, motion CARRIED.

B. Golez states that the presentation is very creative and admires the links to everyone’s profile. I previously mentioned to Erik that other campuses are hosting zoom link all day during office hours. I was hoping we can do the same on our campus in order for students to log online and ask quick questions. That way we can use the link for the entire office. We could also utilize break rooms for individual meetings. E. Pinlac states that the only issue with that is that one could not share screens. However, I do like the idea and maybe we can adopt it to our CSR staff.

13:10

C. INFORMATION ITEM – ASI Non-Academic Senate Timeline

The Executive Committee will be informed of the proposed Timeline by the repopulation at East Bay and let us save more lives. VP of University Affairs and Executive Vice President/Chief of Staff.

Motion to postpone new business information item C ASI non-academic senate timeline to our next meeting by E. Pamela-Sanchez, second by A. De Leon, motion CARRIED.

14:43

VIII. SPECIAL REPORTS:
No special reports.

14:46

IX. ROUND TABLE REMARKS
No round table remarks.

14:59
X. ADJOURNMENT at 1:03 PM

Minutes Reviewed By:
**Executive VP/Chief of Staff**
Name: Hoang Dao

Minutes Approved On:
**7-29-2020**
Date: