

Personnel Committee Meeting Minutes of August 18, 2021

I. CALL TO ORDER at **12:04 PM**

II. [ROLL CALL](#)

Present: Kabir Dhillon, Anjelica De Leon, Jose Simon Carmona, Zaira Perez, Martin Castillo, Erik Pinlac, Kristopher Disharoon

Absent: Mirna Maamou

III. ACTION ITEM - **Approval of the Agenda**

Motion to approve the agenda of August 18, 2021 by **A. De Leon**, second by **J. Carmona**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the [Minutes of August 3, 2021](#)**

Motion to approve the agenda of August 3, 2021 by **J. Carmona**, second by **A. De Leon**, 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.

1:34

VI. UNFINISHED ITEMS:

No unfinished items.

1:38

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM - [Chair Appointment Process Update](#)

The Personnel Committee will discuss a memo outlining updates regarding the Chair Appointment Process.

K. Dhillon states this is what I will be sending to the Board for approval next week. It has been 3 months since we have opened the Chair application and we currently do not have suitable candidates for the position. The memo outlines what we have done so far to advertise



the position through social media, mass emails, and outreach. As a result, what this committee and myself will be recommending is that we are going to leave the Chair application open until the position is filled by qualified applicants. Again, they are recommended by the Personnel Committee then appointed by the Board which is following procedure. Pertaining to our discussing in the last Personnel Committee meeting about having a rotational interim chair. The President/CEO will take on the responsibilities of the Chair. In addition to the responsibilities, she has already had a lot. I believe we were in consensus of giving other Board members the opportunity to chair meetings and continue the rotational interim chair. AJ and I will be determining who will that be, and the Board members must consent to being Chair. It is highly encouraged that all ExComm is an interim Chair as you all will be chairing your own meetings. This is additional practice until the time comes. As for the ASI Senate, the Vice President of University Affairs shall chair the Senate since they are already the Co-Chair of the Senate until a Chair is seated. The Chair of the Senate will be left up to Simon and the Academic Senators to determine what the support will look like. I decided to input the reevaluation date of December 1st, 2021. Therefore, by December 1st, which is near the end of this semester, if we do not have a qualified candidate then it will be a reevaluation at that point. In all honesty, if we do not have a Chair, it would be my recommendation that we continue to keep the position open for the rest of Spring. In the case we receive a candidate by early January, interviewing and appointing will roughly take 3 weeks to a month at the latest. It takes a lot of time and then they would start in either mid-February or early March which is half way into the semester. At that point, I do not think it is viable to have a Chair, even for a couple of months as it would be better to continue having the rotational Chair. That is what I will be outlining and sending to the Board. When we come to January 1st, we will reevaluate but in the meantime, we are going to continue to push for this position and the outreach to see what candidates we receive. I understand with this position, it is slightly different because it is a specific skill set such as knowing Robert's Rule and how to facilitate meetings. It is not a position compared to other positions. For example, with VP Communications or Programming, you could easily learn those skills. This position requires hands on knowledge but if they do not have it, they should be able to quickly learn and jump right in. Any discussion on the memo? If there are no discussion, we will be voting on this next Wednesday and continue from there.

5:19

B. DISCUSSION ITEM - [Executive Director Hiring Search Committee](#)

The Personnel Committee will discuss a memo outlining the Executive Director Hiring Search Committee.



K. Dhillon states this memo is similar to the previous memo. This is what the Board will be approving next Wednesday. The memo outlines who the Hiring Search Committee members are and identifying the Chair of that committee. The reason being is that James Carroll is expected to be Chair of this committee, but he is not an employee of Associated Students Incorporated, he is an employee of the university. It will be slightly different in terms of delegating someone to take action on a procedural aspect. This memo appoints him to that role as a university employee. James will be facilitating a lot of those meetings and steering everything. For the student members, the President, Executive Vice President, and VP of Finance will be serving on this committee. The reason why the VP of Communications, VP of University Affairs, and Chair are not serving on this committee is because those 3 positions work more directly with the Executive Director. Also, I do not believe we should have all of ExComm involved and have it taken most of their time. We have a search committee because having served of the University President Search last year, it can be a lot to take on in addition to everything else we are doing along with our classes, work, and personal lives. It can be draining, and I do not want it to take away from all the other work you all are doing. This is not to say you all are completely cut from the process, this will come back to Personnel then the Board for final approval. Everyone is still involved but you will not be attending those meetings that are more one on one with the Hiring Search Committee. Martin, as the University President Designee, will be serving on this committee with a professional staff member whom we have not identified. I am asking for Erik and our team to recommend who that person should be. The rest of the memo outlines that the Chair of this committee is coordinating logistics, providing guidance, go through Personnel, and then the Board will vote on the final decision. Any discussion?

E. Pinlac states for the staff member, we should replace it with ASI Pro-Staff member for clarification. We potentially only have 3 people we can put on there because I believe Michael, Ryan, and Kris may apply. I would put either Lil, Doris, or Sneh. Also, I wanted to make sure because there was discussion earlier about myself initially helping with this, but I do not know if the committee has changed which is fine. It is not on the memo which is why I wanted to make sure they are okay with that.

K. Dhillon states you are included it is an accidental mistake and completely not intentional. I would love include you, but I do not know if there is anything procedural that needs to be done as your end date is approaching or if there is anything we need to do on that end.

E. Pinlac states we need to review the timeline to make sure we are still on it because I anticipate my end date as September 30th which gives us 6 weeks. The Personnel Committee has yet to see and approve the Executive Director job description. Therefore, we have not approved a new job description as of yet. I do not know where we are going to be on the



timeline or what will need to take place. I could extend of a little bit but unsure if I can extend for a lot. We can have a meeting between Kabir, AJ, Martin, and I to finalize that part because I do not want to help in the beginning then leave as it will become confusing. I would rather clear the line, so I know I am helping up to this point which then clears it up.

M. Castillo states we can word it that Erik is a part of this until he is no longer with ASI, or we leave Erik completely off the memo. We know that you are going to help with logistics and those sorts of things. I do not think you will be part of the actual committee because I do not know how long that will take us, but you will be helping us on the back end with different things that the committee might need which might be the better way to do it.

K. Dhillon states I agree, I will put that Erik is helping us for the duration of his time with ASI to keep everything clear. Any other comment, discussion, or feedback? If none, we will be voting on this next Wednesday.

11:03

VIII. SPECIAL REPORTS:

No special reports.

11:15

IX. ROUND TABLE REMARKS

A. De Leon states hello everyone, happy first day of school! Hopefully everything is going really well for all of you, it is super exciting! I am in the office and seeing people walk around which is cool. I had a couple reminders such as Kabir said, we do have our Board meeting next week. I will be talking about this during the Board meeting, but I know we are on our rest week so it will start back up next week, and at least on the Pro-Staff side, that is when you will start seeing more emails come through along with more activity from the Board members. I wanted to give them a little bit of a buffer for this week to get settled, because I know I become anxious at night as I want to make sure I am on top of everything during the first week. Those are a couple of reminders, but I will be going over what the end of the break looks like and the task list because we are going to be switching into a different model for the school year as we have finished the summer.

E. Pinlac states I wish all of you a great first day of school! I know it is exciting, it is not a normal first day of school, it feels like 2 years, but it has been a year and a half. I hope you all enjoyed that, and I wish I was there! Michael and Ryan sent me pictures of people and the building being completed in the front. It is like freshman year, and I am hoping to come visit as I did not get to experience it last time. It has been busy recently with the audit. We are working with auditors, and I have been sick if you cannot hear my voice. I have been sick the last couple of days and still kind of sick, but with the auditors, they do not stop. I have had to do some work and take breaks



throughout the day which is the reason why I have been out the last couple of days. Enjoy the first week of school and hopefully we can start getting the campus life back!

M. Castillo states I am excited that you all are getting a bit of a normal year and I am hoping that this first week and first few days goes well. I wanted to point out we started the Ask Me Initiative today. We found out that the majority of classes are either in the Science buildings or Arts and Education this semester. Therefore, we have people stationed outside of those buildings with masks and hand sanitizer. There are professional staff around the perimeter near the parking lots directing people in and as I was walking, they had around 30 to 35 people already stopped by those tables. They had one student who stated hey were a senior, but this is their first time on campus because he transferred in last year. There are a lot of fun stories out there and just know there is help around. Remember that you all are students first so take care of yourselves. Also, I want it on official record that AJ did an amazing job with the convocation speech, I really, really appreciated everything you said and the passion you put behind that. Congratulations to you all and I am looking forward to the first Board meeting next week!

K. Dhillon asks if there are any other roundtable remarks then adds happy first day of the semester! It is great to be back and for those who were tabling yesterday, it was great seeing you all! I hope you had a good time and there were lots of giveaways yesterday. Also, having that in person interaction with students, the speech was honestly very graceful and empowering. It was amazing to watch that in person and as for procedural things, the FYM has been created on BaySync and will be good to go once the flyer is done by the end of today or early tomorrow morning. That will be the next thing we will be pushing. For when FYM will be in, I was thinking either early October but definitely mid-October because we have Senator interviews, an Executive Director Search Committee, and a lot of things are piling up for the Personnel Committee. I do want to be mindful of everyone's schedule and capacity.

15:51

- X. **ADJOURNMENT at 12:20 PM**
Minutes approved by:

Executive Vice President/Chief of Staff & Chair

Name: Kabir Dhillon


-- ASExecVP (Sep 10, 2021 13:21 PDT)



Minutes approved on:

9-1-2021

Date:

