

**Personnel Committee Agenda**

**Kabir Dhillon, Executive Vice President/Chief of Staff & Chair**

**2:00pm - 3:00pm | Tuesday, June 15, 2021**

*This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.*

<https://csueb.zoom.us/j/82529985255?pwd=MIB5bIN2N3ZScU9NRkRTOTUraGYzUT09>

- I. CALL TO ORDER
- II. [ROLL CALL](#)
- III. ACTION ITEM - **Approval of the Agenda**
- IV. ACTION ITEM - **Approval of the Minutes of June 1, 2021**
- 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.**
- VI. UNFINISHED ITEMS:
- VII. NEW BUSINESS ITEMS:
  - A. DISCUSSION ITEM - **Chair Appointment Updates**  
The Personnel Committee will discuss updates regarding appointing an ASI Chair.
  - B. DISCUSSION ITEM - **Director of Sustainability Affairs Appointment Updates**



The Personnel Committee will discuss updates regarding appointing an ASI Director of Sustainability Affairs.

C. DISCUSSION ITEM: **ASI Employee Handbook Policy Updates**

The Personnel Committee will discuss updates to the ASI Employee Handbook by adding new policies.

1. [Flexible Work Schedule Policy](#)
2. [Remote Work Conduct Policy](#)
3. [Telecommuting Policy and Procedure](#)

D. DISCUSSION ITEM: [ASI Executive Director Performance Review Process](#)

The Personnel Committee will discuss the Executive Director Performance Review Process and Policy

E. DISCUSSION ITEM: [First Year Mentorship Program](#)

The Personnel Committee will discuss the First Year Mentorship Program and policy.

F. DISCUSSION ITEM: **Internal Communication and [Protocol on Emails and Memos](#)**

The Personnel Committee will discuss internal communication and the Protocol on Emails and Memos.

VIII. SPECIAL REPORTS:

IX. ROUND TABLE REMARKS

X. ADJOURNMENT

