

Personnel Committee Meeting Minutes of June 1, 2021

- I. CALL TO ORDER at **2:08 PM**
 - II. ROLL CALL
Present: Kabir Dhillon, Anjelica De Leon, Mirna Maamou, Zaira Perez, Erik Pinlac.

Late: Jose Carmona.

Absent: Kristopher Disharoon, Martin Castillo.
 - III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of June 1, 2021 by **A. De Leon**, second by **M. Maamou**, motion **CARRIED**.
 - IV. ACTION ITEM - **Approval of the Minutes of May 5, 2021**
Motion to approve the minutes of May 5, 2021 by **A. De Leon**, second by **M. Maamou**, 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.
- 2:11**
- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM - **Personnel Committee Role & Expectations**
The Personnel Committee will discuss the committee’s role and expectations.
K. Dhillon states the purpose of this is to explain why personnel meeting is conducted. One part of personnel is the interviewing process for the senate, first year interns, chair, and any vacant positions. In which, we will discuss applicants and do recommendations to the board in order to appoint these vacancies. We also discuss board member concerns when members



are not fulfilling their roles. In which, we will decide if we issue sanctions or lead to further consequences. Including holding accountability for when the code of conduct is not being followed. If needed, we would also recommend pro staff positions, in which E. Pinlac can discuss more on the topic. **E. Pinlac** states we address new job descriptions, approve salary increases, employee manual, in which are some items that the committee will need to approve. This is why I put Kris in the committee last year in order to bring these topics forward. Kris has been our HR person for ASI, although it is not his only job but has been one of the main focuses. **K. Dhillon** states with pro staff concerns, Kris and Erik would address those concerns, leading for the personnel committee to not address these concerns. Personnel also reviews the executive director position during a closed session to provide feedback. Next up we have, who is personnel, in which all of us here are part of the personnel committee. The Vice President is the chair of the personnel committee, the President is the Vice-Chair, University President Designee is Martin Castillo, and both the executive director and associated director are advisors. The only people who do not vote in this committee are the executive director and the associated director. The only exception when the executive director can vote is to vote for his employment, otherwise they would only be here to advise. **E. Pinlac** states when it comes to my employment, I am not generally in the room in order to allow everyone to speak freely. Generally, I am the point of contact with legal counsel unless I am not available then it would be Kris. **K. Dhillon** states next, we will discuss sanctions, if you look at the code of conduct section thirteen, it will describe the different level of sanctions. Last year the board approved that we could level up sanctions if needed too. A level one warning is a written warning from personnel. In which, the executive vice president would write a sanction letter to describe what codes of conducts were violated. In level two, another letter will be written explaining the violations and the violator would have to create a performance improvement plan and work with Erik. Lastly, a level three would require the removal of the person from the board or senate depending on their position. In order to level up the sanction it must be done with equity and severity of the violation. Now with officer concerns, it breaks down how board member concerns are handled. I want to make clear that any concern can be brought to personnel despite if the person has been sanctioned or not. If there is a concern, you would need to address is as a discussion item in the personnel meeting or send the executive vice president an email. If you do send me an email, I will follow up with the concern and be placed as a discussion item in the personnel meeting. Now if there is a concern with the executive vice president, then you can still bring these concerns to the President or executive director. Unless you feel comfortable speaking to me directly then there is that option as well. Personnel then has a discussion about the concern, and then in the next meeting there will be a debate whether a sanction will be given.



If there is no sanction, then it means that the issue has been dealt with. If there is a sanction, then it is based on the severity of the issue. If a sanction does occur, one of two things will happen. If it is a person first level one or two sanction, then there is an option for the person to appeal the sanction within seventy-two business hours. The person will have to email the executive vice president explaining that they wish to appeal the sanction. If it is a third level sanction, then personnel committee would recommend the person to be removed during the board of directors meeting. In which, the board will have a discussion on whether the person will be removed and vote on the matter in the next meeting. I do want to discuss accountability, in which in the past has been viewed different. **A. De Leon** states thank you K. Dhillon for bringing this topic due to believing it is important to personnel. I have received questions on what the difference between the executive and personnel committee is. Personnel handles the HR of ASI in a way to hold everyone accountable. For me accountability, is making sure people are reaching their potential that we hold them too. These expectations are viewed to be far all around. I know K. Dhillon and I mention a lot that we are paid through student fees and would not like money going to waste. Which is why we hold accountability so highly. **Z. Perez** states people should ask for help and take accountability for their action. Instead of staying quite and letting other people tell you what you need to do. **E. Pinlac** states as the executive members of ASI you will be held to a higher level of accountability due to your positions being grander. For me, if students saw us passing decisions, would these students feel that we are being responsible. At the end of the day our true accountability is towards the student body. **M. Maamou** states I agree with everyone. However, I believe a part of accountability is communication and comprehension. That way one can also provide help, as well as, asking for help. **K. Dhillon** states as E. Pinlac mention we have more responsibilities with this position and must hold ourselves to a higher standard. We want to make sure these conversations happen before being brought up to the personnel committee. This will allow for anyone who is not aware of their performance being allowed help unless there is no progress then they should be held accountable. **A. De Leon** states usually when it comes to personnel and executive committee, there are people who have been part of this committee before. Which is beneficial to gain a deeper understanding of how to run the committee and organization is run. Due to many of us being returning members other people will expect us to know how to conduct business, thus we have to hold each other more accountable. We need to bring a united front to our board members in order for our organization to run smoothly.

15:30

B. DISCUSSION ITEM - **Zoom Meeting Etiquette & Expectations**

3

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The Personnel Committee will discuss Zoom Meeting Etiquette & Expectations.

K. Dhillon states A. De Leon and I realized that most of our meeting for summer will be held online. We want to review what should be meeting expectations in order for everyone to be engaged. We will go over basic etiquette over zoom, I know at times it is difficult due to having zoom fatigue. People tune out when their cameras are turned off. Therefore, people should have their cameras on, muting yourself when not speaking, and using the raise your hand option. We also wanted to ask the question to personnel to see what you believe should be zoom etiquette. **E. Pinlac** states as leaders of the organization, I expect for you to ask questions and be engaged. Especially in the first few meetings due to everyone being shy. **K. Dhillon** states yes, we can do that. For example, when first talking about the operating agreement it might not make sense until afterwards. **A. De Leon** states many people have seen our faces before and I would encourage us to set the examples of turning on your cameras and etc. I know we have been in a zoom environment for a long time. In which, during classes if one person does not have their camera on, no one else turns it on. When we start having meetings when we have guest, or the public come in we should all have our cameras on in order to make a welcoming environment. However, I do understand at times we cannot show our cameras due to connection issues. **J. Carmona** states everything said is a good point. I want to implement using the chat feature more often in order to emphasize someone's point. This will allow not having more people say out loud that they agree or reiterate the point in order to shorten the meeting times. **M. Maamou** states I agree with everyone. I also enjoy the fact that we have support groups, in which will help us be more engaged. The group we have right now, we have much experience with zoom and how to be active with one another. **E. Pinlac** states be prepared for the meetings whether it is with information or being in an area to conduct a meeting. **A. De Leon** states I want to make everyone aware that these meetings will be recorded due to being virtual. If you have something important to say do, not write it in the chat box in order for it to be typed into the meeting. **K. Dhillon** states with all meeting, make sure to read the agenda when it is sent out. When looking through the agenda make sure to also take a look at the documents that we may be discussing. If you have questions, you can write them down as comments on the page.

24:44

C. DISCUSSION ITEM - Vacant Positions Timeline

The Executive Vice President/Chief of Staff will share the timeline for appointing vacant positions.



K. Dhillon states this timeline will be broken up into two phases. The first, the chair and the director of sustainability affairs and the next phase will be the senate and committees. In the first phase, I have not checked how many applicants we have received. I have recently received the executive vice president email and password and will let everyone aware. The applicants for both of these positions will be closed on Friday, the next week and step will be to conduct a student eligibility check on the applicants. In which, we will screen the applicants to make sure they are putting an effort into the application. The next step will be to set up a timeline for interviews around the week of the 14th. Lastly, the plan is to appoint both positions by the end of the month. Next, with the senate we are planning to conduct on rolling interviews. Depending on how we fill up the positions after screening and interviews. If they are good to interview, we will schedule these interviews either in July or August. In the past, we have spent two to three weeks conducting interviews for the senate, which can be overwhelming. We want to appoint senators by mid-September. Regarding committees, it will be a little different due to the interviews being conducted by the committee chair. On my end, I will receive all the applicants and send their information to receive an eligibility check. Then it will be sent back to the committee chairs, who will conduct the interviews. In which, the chairs will screen through the applicants. If you want to recommend someone to your committee you will need to fill out the recommendation form. Then, that form is sent to personnel for discussion and appointment. The executive committee meeting will be discussing the universities hiring committee. Are there any questions or feedback? **A. De Leon** states thank you K. Dhillon for getting this done. I know last year we had difficulty getting our senate appointed. This is a great timeline to get them appointed and transitioned into their roles. We also had an issue holding interviews for two weeks, therefore, having on rolling interviews is a good idea. **E. Pinlac** states I appreciate the well thought out timeline. This will help the committees start smoothly. We do not have any applicants for chair, we only have one applicant for sustainability, and senate has only five. We want at least two to three people applying for the first two positions. If you know anyone that wants to apply advise them that the deadline is this upcoming Friday. **K. Dhillon** states I agree with E. Pinlac. I know chair can be a little difficult, which is why we usually have returning members apply. However, the majority of the board has graduated already. **M. Maamou** states I appreciate this timeline due to knowing how much we struggled last year. **J. Carmona** ask if we are able to advertise the positions again within the college? **K. Dhillon** states at times we ask people directly. Specifically for the college senators, we ask the colleges to send mass emails to students or they can recommend a student to apply. With sustainability, we can reach out to Sustain East Bay to promote the position. Now with chair, it is a general population, in which we would have to promote it more. **J. Carmona** states it would be ideal



to have someone that is knowledgeable with the campus and sustainability. **K. Dhillon** states yes, I agree. Ideally it would be beneficial to have more than one applicant to see a diverse option. **E. Pinlac** states we can reach out to the Director of Sustainability on campus. They have ambassadors who might be interested in the position. Also, if you know someone who would be interested in the chair position despite them not knowing how to run a meeting still encourage them to apply. **A. De Leon** states we can also post it on social media or reaching people directly due to the timeline. **K. Dhillon** states as long as the person is willing to learn the position this will also be a possibility.

35:41

D. DISCUSSION ITEM - University Wide Committees Delegation

The Personnel Committee will discuss the delegation of ASI Government Officers to university wide committees.

K. Dhillon states below is a list of committees that our campus has. One of the concerns of last year was about which people will be delegated to committees. For example, the President sits on many committees which is understandable. However, realistically for some people being part of many committees, while others have fewer committees. Therefore, we need to find a balance for this in order to be fair. However, there are exceptions due to some committees pertaining to specific members. This year, we will list down the committees and let members choose the committees that they would like to attend. As well as, putting members in committees that pertain to their roles. **A. De Leon** states university wide committee is a struggle for the executive vice president to put together. However, is there any way to receive the meeting times beforehand? I know we also had this issue last year, in which members had time conflicts. **E. Pinlac** states last year M. Castillo reached out to the committee chairs to ask for the scheduling times. However, it can be a hit or miss due to some people providing the times early or not at all due to not meeting. This is part of the challenge that we face due to the universities end. We will try to ask for the meeting times again. I know this can be challenging to be part of these committees on top of what member positions duties. I know for some committees you only meet for three weeks, and you are done, as opposed to having committee meetings regularly. **K. Dhillon** states the importance of these committees deal with issues that impact students. Therefore, we want to make sure that students are part of the discussion that is being made. This will also allow us to make solutions if something does not seem right to us. **J. Carmona** ask how well have we done in the past when students are part of this committee? How often are we trying to have a board member at these meetings? **K. Dhillon** states some committees meet once a year, every single week, or not at all. At times in can be all over the place when they decide to meet. I



know San Diego State has allowed for students to be part of these committee. However, part of the reason why has not done that is due to students not being as informed as ASI members at times. It can be intimidating being in a room full of administration and we need members to advocate for the students. We can include students to these meetings, but we would need to select which meetings do no require background knowledge. **J. Carmona** states as a person who was previously in a committee, I believe committees members may poses the knowledge to be part of these committees. I know when I was first part of the legislative affairs committee, I did not know what I was doing at first. However, as time went by, I started to learn more about the committee. I believe by including committee members onto these committees might help us not spread ourselves too thin. **K. Dhillon** states I agree. We just need to find out on how to get the committee members to do more and build them up for these committees. **E. Pinlac** states we are relying on our current leaders heavily now. In which, we can use the additional support, in which we will need to come up with a reporting tool. For instance, after a meeting the student will type up a report and send it to the executive vice president or to someone on the executive committee. This will allow transparency to allow everyone to know what is going on throughout these meetings. **M. Maamou** ask if we can work on this issue as a committee instead of leaving it up to one person? We can also use the support group as well, in order to check in on these students. **A. De Leon** states you read my mind. I was thinking of having members go into their designated committees. While nonmember be part of other committees and give them a support group. For example, I would have two students in my support group and reach out to them on which committees they would like to attend. That way they can be meetings that they would be interested in attending. I know last year at times I would forget to report back to the President or executive vice president with information about the meeting. Which is why I believe having a report system would be beneficial. We can have the support groups report during the executive special reports or create an item. This is something that we can also work offline in a google document.

48:15

E. DISCUSSION ITEM - **Point of Contact Policy**

The Personnel Committee will discuss the Point of Contact Policy.

K. Dhillon states this was another policy put in place last year. It helped alleviate questions for E. Pinlac and K. Disharoon. It has two steps, the first being check-ins to see how one can support you in your role and. The second, is in regards having members in which you can collaborate with. For example, the President checks in with the executive vice president, University President, and University Vice President. In which the ASI President can also



collaborate with these people along with the Legislative Affairs Director. **E. Pinlac** states last year we had this policy alongside the support groups, which caused confusion. I do like the point of contact policy due to it being clear on who you should reach out to. It was drafted by one of our former leaders who tragically passed away a few years ago. However, I do want this policy to better align with the support group as well. That way we do not have two separate groups to manage and have one document that serves two purposes. **A. De Leon** states with the point of contact policy I would say it is the more professional side as opposed to the support groups. The support group is more for bonding. We can have something written to make the two distinguishing.

Motion to move the meeting by ten minutes by **K. Dhillon**, second by **Z. Perez**, motion **CARRIED**.

K. Dhillon ask if anyone has any thoughts on how to make the distinction? It is okay if you do not have anything to say we will be circling back to this item. I agree with E. Pinlac. However, I would like to continue the support groups due to seeing how beneficial it can be when implemented correctly to build a community. This allows for one to not be restricted to only the point of contact.

53:00

F. **DISCUSSION ITEM - Weekly Task Lists & Office Hours Replacement**

The Personnel Committee will discuss the weekly tasks in replacement of office hours for the summer and fall terms.

K. Dhillon states A. De Leon and I discussed on how office hours were not effective last year. Students were not able to access members during their office hours, especially when the links were taken off. Many people were contacted through social media or email directly in order to set a meeting. This year we would like to be more effective and set up a weekly task list. **A. De Leon** states I have sent out the task list this morning to everyone. In the beginning it lists our platform and policy agenda. It also lists ideas of what senate and board members can work certain task. It is just a suggestion due to it aligning with one's position. If you scroll down it goes over the task list, the platform it aligns with, that way we are being transparent with our work. Below, it would mention the task list and the details. For example, for Z. Perez it states getting our social media policy started and our posting schedule. Our Senators will be meeting with their dean and work together on town halls. We also decided to include a week two if anyone wanted to get ahead. This is meant to guide you during your position. I know there are many new members to ASI, and we would like to give them a guidance on what they can accomplish for the year. This does not limit one to only focus on these tasks due to being other task one must accomplish for their roles. We would love any



feedback or questions you may have. **K. Dhillon** states we brought this idea during the spring 2020 term due to COVID. With the required task would be items that need to be completed like the COVID 19 scholarship. **E. Pinlac** states I do like having the idea of having a shared task list with the whole board due to it bringing us together. This helps for the members who are new in order for them to not feel so alone. **J. Carmona** states shoutout to A. De Leon and K. Dhillon for keeping this document. I know last year we faced transparency of what the board was doing. Having this document allows me to show my senators what needs to be accomplished throughout the year.

59:40

VIII. SPECIAL REPORTS:

No special reports.

59:50

IX. ROUND TABLE REMARKS

E. Pinlac states I am excited to have the new board early. It will help us get through this covid reopening scenario. I would be checking in with everyone individually, especially M. Maamou since we are creating the budget.

M. Maamou states I am really excited and congrats on everyone for conducting our first meeting. I wanted to ask for a small favor since we do not have access to our position email. If you are sending an email to me, please make sure to send it to mirna.maamou, which is my staff email instead of my school email.

A. De Leon states congratulations everyone, I am really excited to start this new position. For the task list, please set a good example and email K. Dhillon and I stating what you have or have not completed. Also, check in with your support group and see how everyone is doing. I know it might feel weird starting a job without actually meeting people yet. Regarding the summer trainings, we will have the trainings next week. I will draft up an email regarding the trainings and text in the chat. Thank you so much for taking on this role and I am excited to work with everyone.

Z. Perez ask if the retreat will be in person?

E. Pinlac states we are working for it to be in person and figuring out the details.

K. Dhillon states congratulations everyone it is going to be a good year; I know we are all going to do amazing things. I cannot wait to start working with everyone.

1:03:30

X. ADJOURNMENT at **3:11 PM**

Minutes approved by:



Executive VP/ Chief of Staff

Name: Kabir Dhillon

Minutes approved on:

6-15-2021

Date:

