

Personnel Committee Meeting Minutes of January 19, 2022

- I. CALL TO ORDER at **1:00 PM**
- II. [ROLL CALL](#)
Present: Kabir Dhillon, Anjelica De Leon, Mirna Maamou, Kristina Caro, Martin Castillo,

Late: Erik Pinlac, Kristopher Disharoon

Absent: Zaira Perez
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of January 19, 2022, by **K. Caro**, second by **A. De Leon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the [Minutes of December 15, 2021](#)**
Motion to approve the minutes of December 15, 2021, by **A. De Leon**, second by **K. Caro**, motion **CARRIED**.
- V. ACTION ITEM - **Approval of the [Minutes of December 20, 2021](#)**
Motion to approve the minutes of December 20, 2021, by **A. De Leon**, second by **M. Maamou**, 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.
2:20
- VII. UNFINISHED ITEMS:
No unfinished items.
2:25
- VIII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM: [ASI Committee Appointments](#)

The Personnel Committee will discuss interviewed applicants for ASI Committees.

K. Dhillon has not received any recommendations for committees. I have told the Committee Chairs that they are expected to meet quorum with their committees or expected to have the number of committee members necessary for quorum by February 9th. The next Personnel meeting is on February 2nd which we will discuss any applicants. There is also another Personnel meeting and Board meeting on February 9th. There are plenty of opportunities for those committee members to be appointed at this point. We want to make sure there are student opportunities, and we also need these committees to be meeting as stated in the bylaws. The Committee Chairs need to chair these meetings. Are there any other discussion?

A. De Leon asks if anyone has mentioned obstacles or why they have not been able to meet since we have been doing this last semester.

K. Dhillon states that it has been a lack of interest in the committees and Committee Chairs have not been getting the applicants that they want or necessarily enough applicants. I have looked at the document that I have with the board assistant which lists the people who are eligible for those committees. I think another reason is capacity. I think it is not being done at this point and on my end, I have done a fairly good job of reiterating that we have been talking about this since Summer. There is a checklist document explaining how to go through the process. I was reviewing some of the committees and in particular, the Legislative Affairs committee does not have a single person appointed when there are applicants listed for these committees. We have made several reminders about getting this done and that if you know people then have them apply to your committee. I know Andrew had multiple of people who are interested in committees, and they did reach out about that.

M. Castillo recalls that we were offering to have administrative support such as someone scheduling appointments for them. I do not know what is going on, but I recognize the applications are not coming in as much as previous years. Our Board members should know that we are trying to support them in many ways as possible and having an open conversation at the next Board meeting.

K. Dhillon will put that on the Board meeting agenda, and it will be an open discussion on the reasons why this is not being done. Also, I believe this is an accountability piece because it has not been done despite the reminders we have created and sent. We have administrative support and a checklist on what the process is. Therefore, it is not a question of how to go about it. If people do have questions or they are unsure, I am a phone call away which is why I receive the cell phone reimbursement stipend. At this point, I think people are not making use of their resources and they are not doing what needs to be done.



E. Pinlac mentions as an organization we done what we can do and now it falls on the individual. For any committee, I suggest reaching out to certain demographics on campus. People might want to have that personal touch as we send out messages to apply for these committees. For instance, for the Legislative Affairs committee, you would want to send out the message to the Political Science Department which would eventually go to the Department Chair.

K. Dhillon asks if there are any other discussion.

7:23

B. DISCUSSION ITEM: **Meetings Exemption Request**

The Personnel Committee will discuss Senator of CLASS Neilah Peku's request to be exempt from ASI meetings for the Spring 2022 semester.

K. Dhillon states for this item we are going to skip because the request is no longer needed. Neilah will be able to attend the Board of Directors meeting. I do not think she responded to my email inquiry, but she did contact me and let me know about this.

7:50

C. INFORMATION ITEM: [Vice President of University Affairs Vacancy Appointment Process](#)

The Executive Vice President/Chief of Staff shall inform the Personnel Committee about the process for appointing the Vice President of University Affairs vacancy.

K. Dhillon states with the position being vacant, the timeline we are going follow is that the application was opened later in the afternoon on the day Simon was removed. The social media posting was done on the following week on December 22nd, and we have established that the application will be closed on January 25th at 5 PM. The reason why this is set the way it is because the Personnel policy indicates the process for vacancies that the application needs to be opened for at least a week. With school starting on a Tuesday, it has been open for at least a week and has been open for over a month. With the application screening, there is currently one application, and it is a continuous screening which I will do on behalf of the Personnel committee. I will be reviewing the applications and Erik will be helping me with checking the ASI student eligibility. For VP positions, you are required to have been in ASI for at least one semester or one quarter.

K. Disharoon asks if you can say who has applied.

K. Dhillon answers I am unable to at this point for confidentiality reasons.

K. Disharoon wonders if it was the person who talked to me about applying.

K. Dhillon states I can check with you afterwards and follow up about it. After The screening of applications and asking for interviews will happen between January 24th through February 1st. The Personnel committee will then discuss all the applicants on February 2nd



and make a recommendation on the 9th with the appointment. The plan is to have a new VP of University Affairs by February 9th. Are there any other discussions questions or concerns?

A. De Leon asks that if we do not choose a person from those who applied, would we continue with this plan until we fill that position?

K. Dhillon answers if we do not find a suitable candidate to move towards interviews then we will leave it open until the position is filled. At that point it would be on a rolling basis. I do know that there are a couple of people who have expressed interest but have not submitted the application quite yet. Any other discussion?

10:51

D. DISCUSSION ITEM: Office/Tabling Hours Update

The Personnel Committee will discuss changes to the Office/Tabling Hours for Government Officers for January 2022.

K. Dhillon explains why we are not having office hours for this month and then to possibly talk about the next steps as we are evaluating the COVID-19 cases with what the campus is doing. First and foremost, the reason why we are not having office and tabling hours is that the university has decided to move to a virtual setting for the first two weeks. We did not think it was safe to have people in the office and that the University Union is closed. If your classes are online then it does not make sense for you to come on campus as it is better to have everyone be where they are at right now to reduce any additional cases. We do not want to put anyone at risk. Based on how things are looking at the end of January, that will indicate whether we would return in-person and depending on if the university continues to be online or move back in-person. Also, this is dependent on COVID-19 cases as if they do not improve, we will be reevaluating February and the rest of the semester. I know the main purpose of why we want to have office hours is that there are scheduled hours for professional staff to access us in the office and they know where we are if they have any questions. It is also that aspect of student interaction as we engage with students whether that is through tabling or having that time in the office to dedicate on work or ASI items. Any other discussion or thoughts?

12:55

IX. SPECIAL REPORTS:

No special reports.

13:02

X. ROUND TABLE REMARKS



A. De Leon hopes that everyone has a good first week back as I know things look different and hopefully everyone finds that routine coming back to school. This also goes out to our professional staff and to our advisors. Hopefully we all have a good transition back!

K. Dhillon states we have our Board of Directors meeting next Wednesday.

13:48

XI. ADJOURNMENT at **1:14 PM**

Minutes reviewed by:

Executive Vice President/Chief of Staff & Chair

Name: Kabir Dhillon


-- ASIExecVP (Feb 9, 2022 16:34 PST)

Minutes approved on:

02-09-2022

Date:

